TRIPLE E TECHNOLOGIES

DataManager Version 3.613

DataManager User's Manual

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Chapter 1

Welcome to DataManager

DataManager provides a wide variety of business functions and a simple, consistent user interface to manage, monitor and report ESite Controller and CP720 transaction activity and payment information. This chapter describes getting started, including logging on and changing your password, and exploring the DataManager application.

Logging On

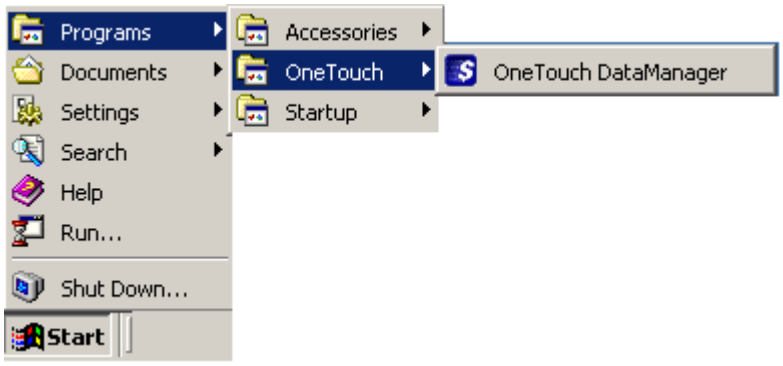
DataManager uses Microsoft Windows authentication to verify user logon credentials; presentation and authorization of a unique Windows User ID and password are required to access the application.

Windows Log On

After t turning on your computer, press CTRL+ALT+DELETE to display **Log On to Windows** screen. Type your assigned User ID and password, and then click **OK**.

Getting started…as easy as 1-2-3!

1. From Desktop, click **Start**.
2. Click **Programs**.
3. Click **OneTouch**, and then click **OneTouch DataManager**.



Changing Your Password

To protect your user account and keep the DataManager application as secure as possible, you should change your password ***at least every 90 days***. When changing your password, you should adhere to the following complexity standard:

- At least seven characters.
- No user name, real name or company name.
- No complete dictionary word.
- Characters from each of the following four groups:

Group	Examples
Uppercase letters	A, B, C …
Lowercase letters	a, b, c …
Numerals	0, 1,2, 3, 4, 5, 6, 7, 8, 9
Symbols	` ~ ! @ # $ % ^ & * ( ) _ + - = { } | [ ] \ : " ; ' < > ? , . /

EXAMPLE: 4&q6md13?J

To change your password:

1. Press **Ctrl+Alt+Delete**. **Windows Security** screen displays:

2. Click **Change Password**. **Change Password** screen displays:

3. Type your old password.
4. Type your new password
5. Retype to confirm your new password, and then click **OK**.

Business Functions

Following is summary of DataManager business functions. Please note that depending on your product configuration and assigned user rights, you may not have access to all functions identified. For detailed function descriptions and procedures, please refer to Chapters 2 – 13.

FUNCTION	PURPOSE
AR Report Create	Generate financial reports
Clear Limits	Remove customer cardholder usage restrictions
Credit Card History Purge	Remove customer account activity information
Customer Add	Set up customer account
Customer List Create	Review list of active customers
Encryption Key Maintenance	Remove and recreate card data Encryption Key
Export Data	Export customer account information
Finance Charge Create	Generate customer finance charges
Import Data	Import customer receipt information
Inventory Add	Set up inventory item
Inventory Adjustment	Update inventory quantities
Inventory Barcode Create	Generate inventory item barcode label
Inventory Item Balance Rebuild	Refresh inventory item balances
Inventory Item List Create	Generate list of current inventory items
Inventory Receipt Create	Generate inventory item receipt
Inventory Report Create	Generate inventory reports
Invoice Create	Generate customer invoice
Invoice List Create	Generate list of customer invoices
Payment Adjustment	Update customer payment information
Pin Number Create	Generate proprietary card PINs
Price Change	Generate inventory item pricing update
Priced Transaction Create	Generate priced transaction
Print Adjustment	Generate hardcopy price adjustment
Print Receipt	Generate hardcopy receipt
Private Card Edit	Update customer proprietary card information
Purchase Order Add	Set up customer Purchase Order
Purchase Order Maintenance	Update customer Purchase Order information
Purge Credit Card Data	Remove payment card data for PCI compliance
Reports List	Generate list of available reports
Sales Entry	Manually enter customer sale information
Sales List	Generate list of customer sales activity
Sales Report Create	Generate sales reports
Sales Summary Rebuild	Refresh sales summary report information
Site Configuration	Manage home office and site connection configuration
Site List	Generate list of site locations
Site Synchronization	Synchronize site dialup connections
Statement Create	Generate billing statement
System Option Change	Update system preferences and defaults
Table Maintenance	Create and update database table information

Database Tables

DataManager table maintenance allows you to customize application functionality to suit your specific business needs. For example, you can build a table containing only those pricing categories you want the system to use when setting up a customer account.

Listed below are the various DataManager database tables, along with their associated contents. Again, depending on your product configuration and assigned user rights, you may not have access to all tables listed. For detailed table maintenance information and procedures, please refer to Chapter 13.

TABLE	CONTAINS
Adjustment Reasons	Codes indicating customer payment adjustment types
Bad Check Names	Bad check customer names and related banking information
Card Types	Types of accepted payment cards
Customer Categories	Types of customer proprietary card or credit accounts
Customer Pricing	Types of customer account pricing levels
Customers	General and detailed customer account information
Discount Codes	Codes indicating inventory item pricing discount types
Employees	Employee names and Social Security information
Export Definitions	Data export types and descriptions
Gift Cards	Types of value + balance style gift cards
Import Definition	List of import definitions currently in use
Inventory Adjustments	Codes indicating reasons for inventory adjustments
Inventory Categories	Codes indicating grouping of related inventory items
Inventory Items	Inventory item descriptions and general information
Inventory Receipts	Inventory receipt information by vendor and item category
Invoice List	Customer invoice payment status information
No Sale Reasons	Codes indicating reasons for non-sale transactions
Other Payment Types	Codes indicating other transaction payment types
Paid-out Reasons	Codes indicating reasons for paid-out transactions
POS Configuration	POS/register description and configuration information
Pricing Categories	Codes indicating types of related inventory items
Pricing Levels	Codes indicating pricing levels for inventory item categories
Quick Menus	Menu picture, caption and button layout information
Sales List	Sales entry and payment information by site location
Sites	Site configuration description and related information
Terms Codes	Codes indicating customer payment terms
Units of Measure	Inventory item units of measures
Vendor Categories	Codes indicating grouping of related vendor types
Vendors	General and detailed vendor account information

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Reports

DataManager allows you to create, view and print a full range of back office reports. Because access to these reports is governed by your specific product configuration and assigned user rights, you may not be able to generate all of the reports listed below. For detailed report information and procedures, please refer to Chapter 14.

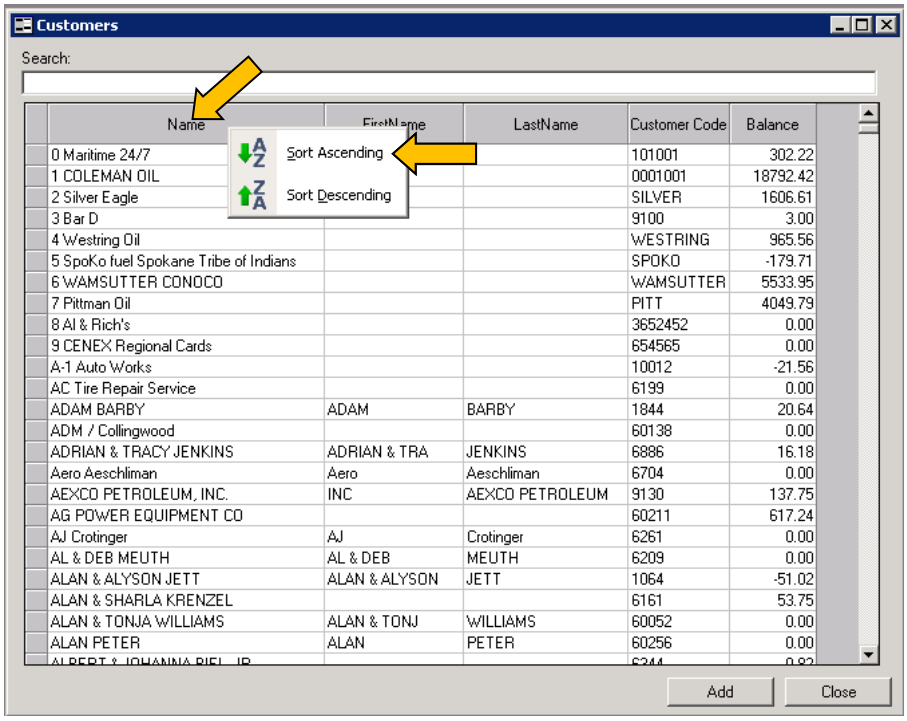
REPORT	DESCRIPTION
Aged Trial Balance	Debits and credits by customer and date range
Checks By Shift	Details/totals of check payments by shift
CP720 – Gallon Summary	Gallon totals for fuel at CP720 sites
Credit Card Reconciliation	Transaction settlements by date or customer
Credit Card Volume & Charges	Transaction activity by date, customer and/or sales
Credit Limit	Credit balance as percent of limit by customer & date
Customer Activity	Sales activity by customer and date
Customer Drivers List	Active and inactive drivers by customer and date
Customer Fuel History Summary	Summary fuel product totals by customers
Customer Pricing & Discounts	Special pricing and discounts listing by customer
Customer Sales Summary	Summary of sales by customer
Daily Card Sales	Total daily sales by card number and date (detail)
Daily Journal	Total daily sales by card number and date (summary)
Daily Shift	Total daily sales detail by work shift
Discounted Sales	Discount totals by inventory category and date range
Dispensed Volume by Dispenser & Prod Cha Charts- Fuel Sales	Chart depicting dispensed fuel sales volume by product/ dispenser
Dispenser Totals by Product & Dispenser	Total fuel gallons by dispenser and date
Dyed Diesel Sales by Customer	Dyed diesel product sales volume by customer
Employee Charges	Total employee charges by account and date range
FET/SET Exemptions	Federal and State Excise Tax exemptions
Finance Charges	Finance charges by customer and date range
Fuel Sales By Date And Point Of Sale	Total fuel sales by POS and date
Fuel Sales By Dispenser And Product	Total fuel sales by dispenser & product for date range
Fuel Sales Volume by Dispenser Chart	Chart depicting sales volume by dispenser by date range
Gallon Summary with Discounts	Total discounted fuel gallons by product type and date
Hourly Sales	Hourly sales totals by date
Inventory Adjustments	Inventory adjustments by stock number and date
Inventory Receipts	Inventory stock receipt by receipt number and date
Inventory Snapshot	On-hand inventory by date
Inventory Stock On Hand	Inventory stock on hand by date
Invoice Preview	Preview customer billing detail
Invoices	Customer billing summary by date range
Invoices – Vehicle Format	Customer billing detail by vehicle ID and date range
Loyalty Card Savings	Loyalty card savings by customer and date range
Monthly Sales Volume by Chart	Chart depicting total sales volume per month
NO Sale Reasons	Register open without sale explanations
On Account Charges	Payments received by customer and date range
Other Payment Details	Other payments received by location and date range

DataManager Reports Summary (…cont).

REPORT	DESCRIPTION
Paid-Outs By Date And Category	Paid-out activity summary by category and date range
Payment Details	Payment transaction detail by deposit date
Payment History	Payments and adjustments by customer and date
Pending Settlements	Pending transaction settlements by date or customer
Prepaid Card Status	Active and inactive prepaid cards by date & customer
Price Change History	Item price change history by month
Private Card Fuel Sales by Dispenser	Proprietary card sales by dispenser
Private Card Sales by Customer and Card	Proprietary card sales detail by customer and card
Private Card Sales Summary Report	Proprietary card sales summary
Private Cards List	Issued proprietary card numbers by customer
Register Shift	Daily shift activity by register
Re-Order Limits	Mobile Inventory Manager reordering limits
Sales by Payment Method	Sales activity by category and payment method
Sales by Shift and Category	Summary of items sold by category by shift
Sales Detail by Date and Category	Sales activity by date range and item category
Sales History with Signatures	Sales transactions with captured signatures
Sales Profit Margins by Category	Sales transaction profit margins by item category
Sales Volume by Hour Chart	Chart depicting sales transaction volume by hour by day
Sales Volume Summary by Site	Gross/net sales volume per site per date range
Sales With Overridden Prices	Overridden price sales by location and date range
Statements	Sales activity summary by customer and date range
Statements (Customer Name/Address Lowered)	Customer statements with different locations for envelope addressing purposes
Top Sellers by Category	High sales volume items by category
Top Selling Merchandise Chart	Chart depicting high volume item quantity by category

Displaying Screen Data

DataManager facilitates subsequent reference and maintenance of the information it processes and stores by allowing you to display that information according to specific sort criteria. Most DataManager input screens have active column heading buttons running along the top to allow you to do this:


Customers
Search:
Name
FirstName
LastName
Customer Code
Balance
Sort Ascending
Sort Descending
0 Maritime 24/7 101001 302.22
1 COLEMAN OIL 0001001 18792.42
2 Silver Eagle SILVER 1606.61
3 Bar D 9100 3.00
4 Westring Oil WESTRING 965.56
5 SpoKo fuel Spokane Tribe of Indians SPOKO -179.71
6 WAMSUTTER CONOCO WAMSUTTER 5533.95
7 Pittman Oil PITT 4049.79
8 Al & Rich's 3652452 0.00
9 CENEX Regional Cards 654565 0.00
A-1 Auto Works 10012 -21.56
AC Tire Repair Service 6199 0.00
ADAM BARBY ADAM BARBY 1844 20.64
ADM / Collingwood 60138 0.00
ADRIAN & TRACY JENKINS ADRIAN & TRA JENKINS 6886 16.18
Aero Aeschliman Aero Aeschliman 6704 0.00
AEXCO PETROLEUM, INC. INC AEXCO PETROLEUM 9130 137.75
AG POWER EQUIPMENT CO 60211 617.24
AJ Crotinger AJ Crotinger 6261 0.00
AL & DEB MEUTH AL & DEB MEUTH 6209 0.00
ALAN & ALYSON JETT ALAN & ALYSON JETT 1064 -51.02
ALAN & SHARLA KRENZEL 6161 53.75
ALAN & TONJA WILLIAMS ALAN & TONJ WILLIAMS 60052 0.00
ALAN PETER ALAN PETER 60256 0.00
Add
Close

To display screen data in order desired, simply right-click the column heading by which you want screen information sorted, and then click order in which you want sorted information sequenced (either alphabetic or numeric *Ascending* or *Descending*). Screen will refresh with information displayed in order and sequence selected.

Chapter

2

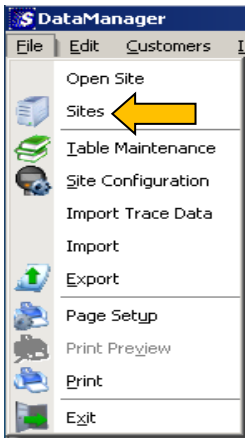
Managing Site Information

If your business operates from more than one physical location you will need to input certain information for each location before using DataManager. Each such site must be assigned a unique name and number, and be associated with a particular server. This information will then be used to monitor site activity and provide data for export and reporting purposes.

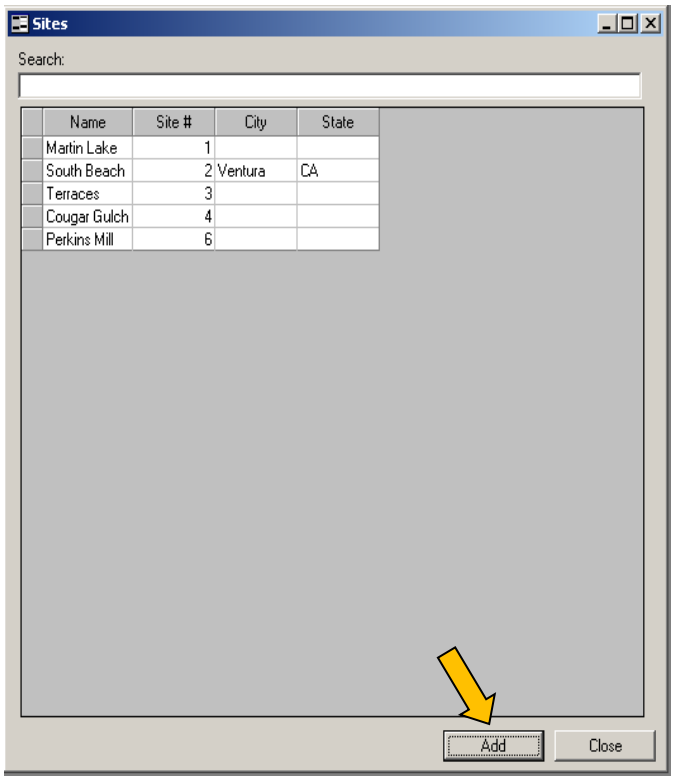
Adding Sites

You input new site information using the **Add Site** screen. You can navigate to this screen from the Main display three ways:

- Click toolbar File tab, and then click **Sites** on menu.



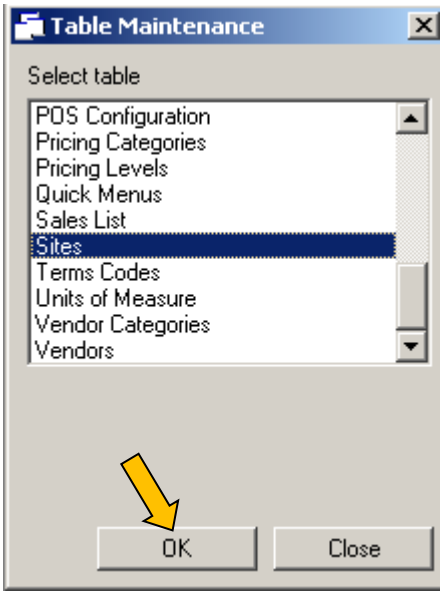
- **Sites** screen displays.



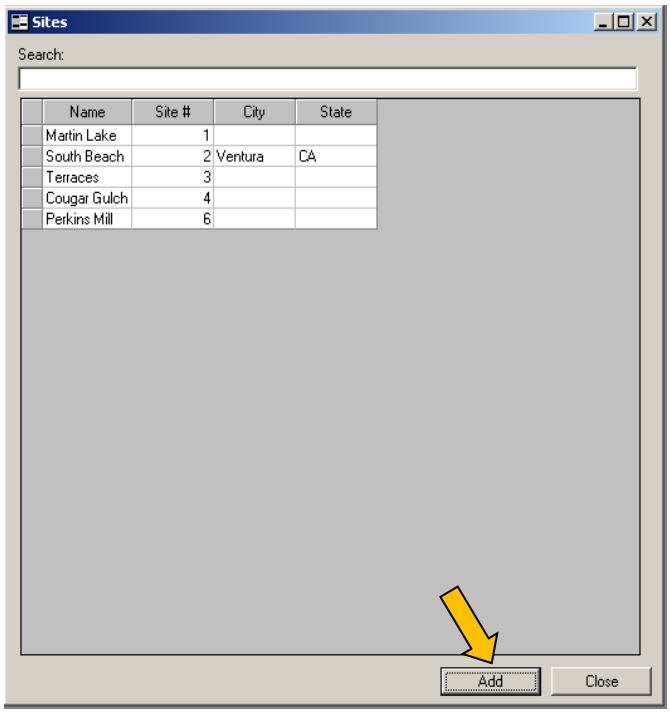
- Click **Add** at screen bottom.

OR

- Click toolbar **Table Maintenance** icon, and then click **Sites** on menu.



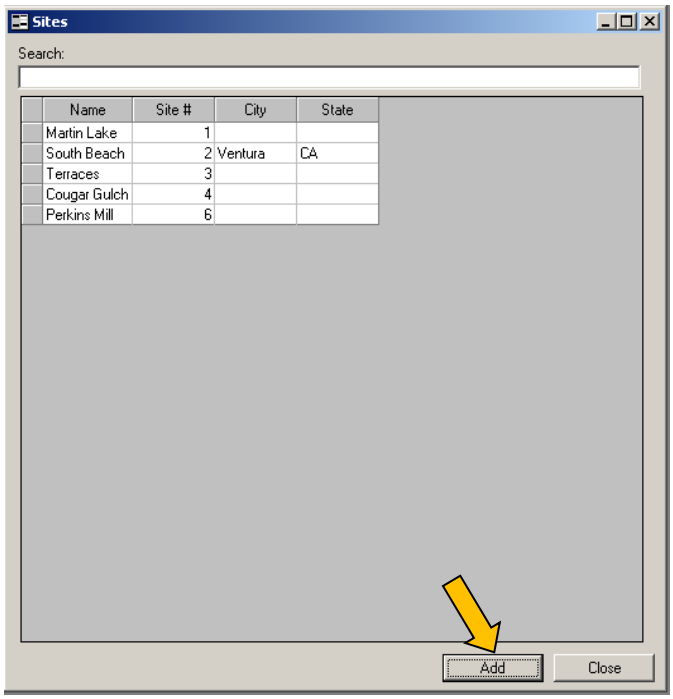
- Click **OK** at screen bottom; **Sites** screen displays.



- Click **Add** at screen bottom.

OR

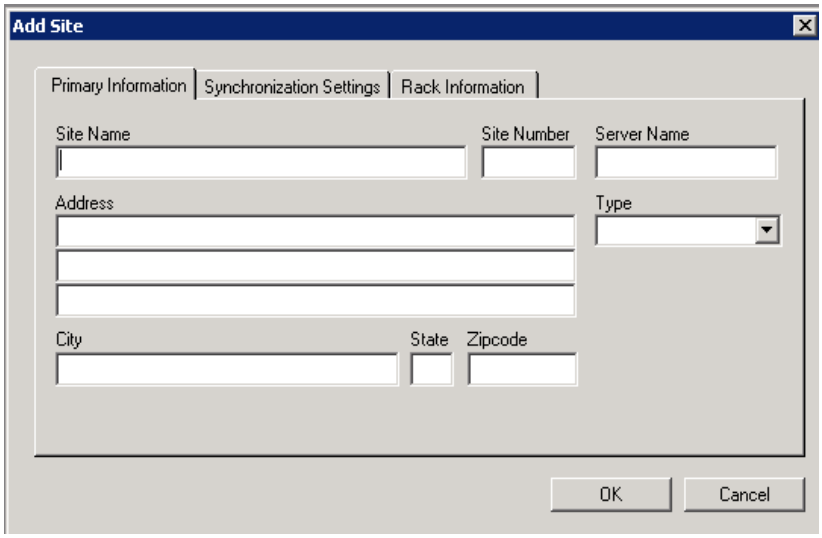
- Click toolbar **Manage Sites** icon; **Sites** screen displays.



- Click **Add** at screen bottom.

  Then:

- **Add Site** screen displays:



1. As appropriate, type or select the following **required** information:

   Site Name: Unique name identifying site.

   Site Number: Unique number identifying site.

   Server Name: Unique name identifying site server.

   Type: Site server type.

2. To add **optional** site information, go to Step 3; else, go to Step 4.
3. Type the following:

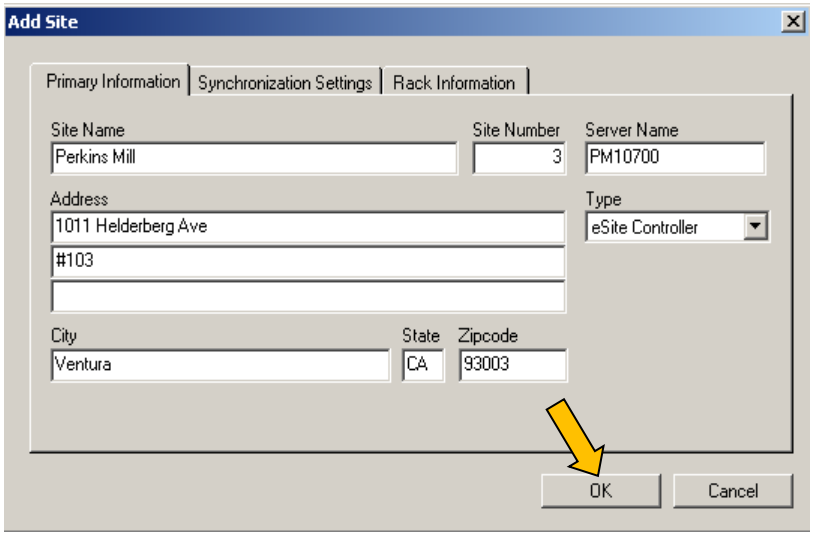
   Address: Street number and name, and unit number, if applicable (e.g., 1011 Helderberg Ave #103').

   City: Address city name.

   State: Address two character state code (e.g., 'CA').

   Zipcode: Address five-digit postal code.

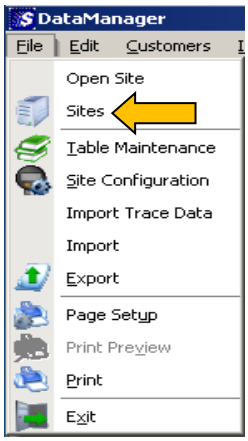
4. Click **OK** at screen bottom.



Updating Sites

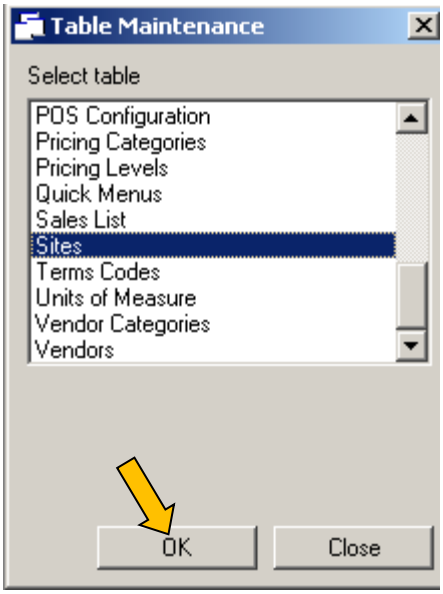
After setting up a site you can add to, change or remove site information by first selecting a specific site on the **Sites** screen. You can navigate to this screen from the Main display three ways:

- Click toolbar File tab, and then click **Sites** on menu.



OR

- Click toolbar **Table Maintenance** icon, and then click **Sites** on menu.



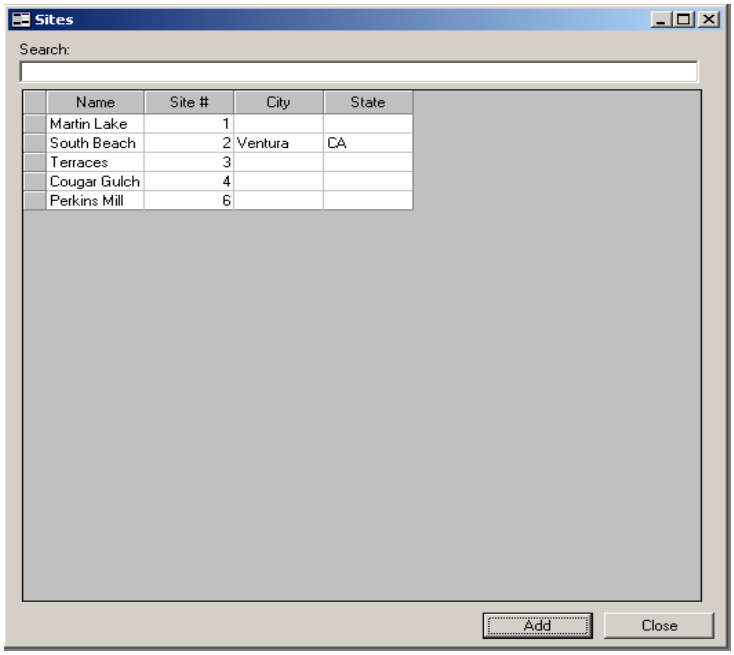
- Click **OK** at screen bottom

OR

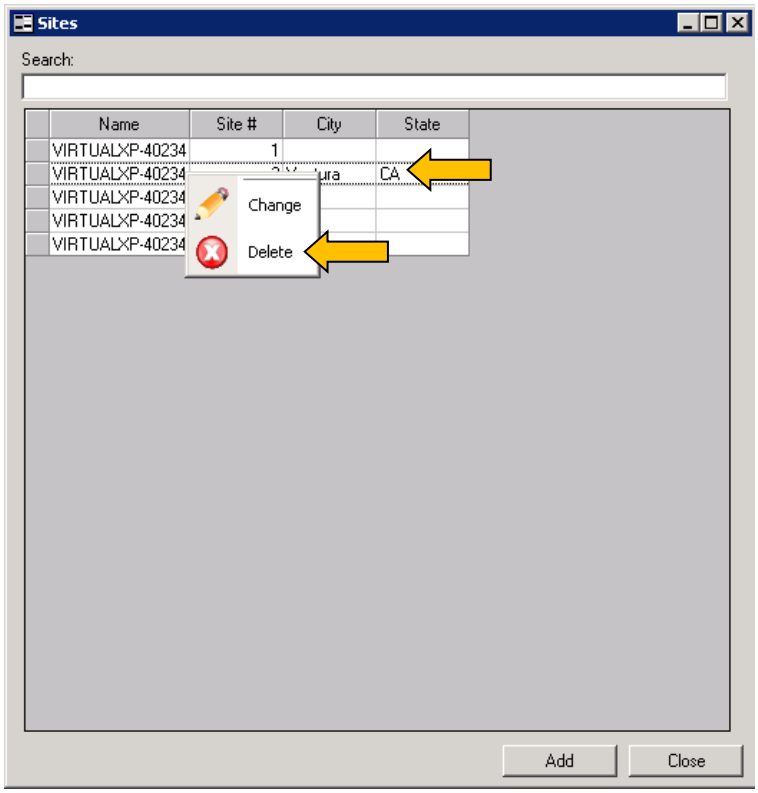
- Click toolbar **Manage Sites** icon.

Then:

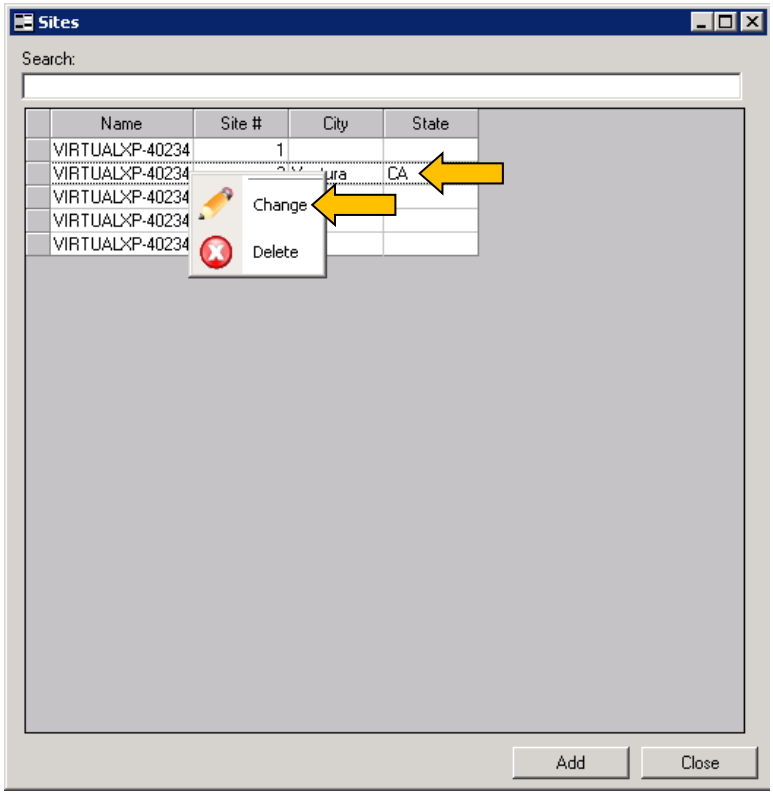
- **Sites** screen displays:



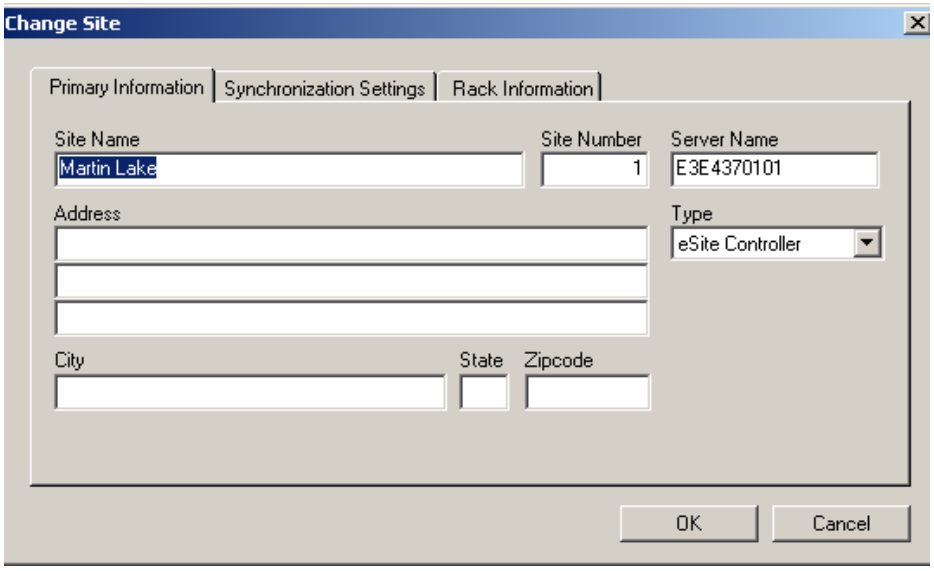
1. Do one of the following:
   - To completely remove (delete) entry, go to Step 2; *or*
   - To add, change or remove specific site information, go to Step 5.
2. Right-click entry to be removed.



3. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog; selected entry removed.
4. STOP!
5. Right-click entry to be updated.



6. Click **Change** icon; **Change Site** screen displays:



7. As appropriate, change any of the following:

   Site Name: Unique name identifying site.

   Site Number: Unique number identifying site.

   Server Name: Unique name identifying site server.

   Type: Name identifying site server type.

8. As appropriate, add, change or delete any of the following

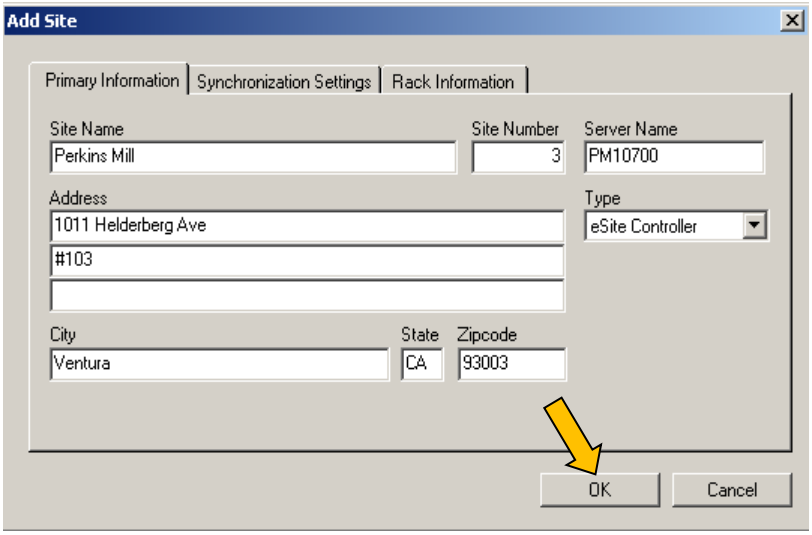
   Address: Street number and name, and unit number, if applicable (e.g., '1011 Helderberg Ave #103').

   City: Address city name.

   State: Address two-character state code.

   Zipcode: Address five-digit postal code.

9. Click **OK** at screen bottom.



Chapter

3

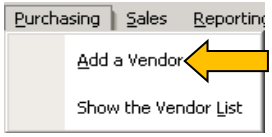
Managing Vendor Information

Before you can begin using DataManager, you must set up a discrete account for each vendor with whom you do business. You can subsequently add to, change and delete the information you provide. You must assign each vendor a unique identification code and product category, and record associated address and contact information. This information will then be used to monitor and control vendor activity and account balances, and provide data for export and reporting purposes.

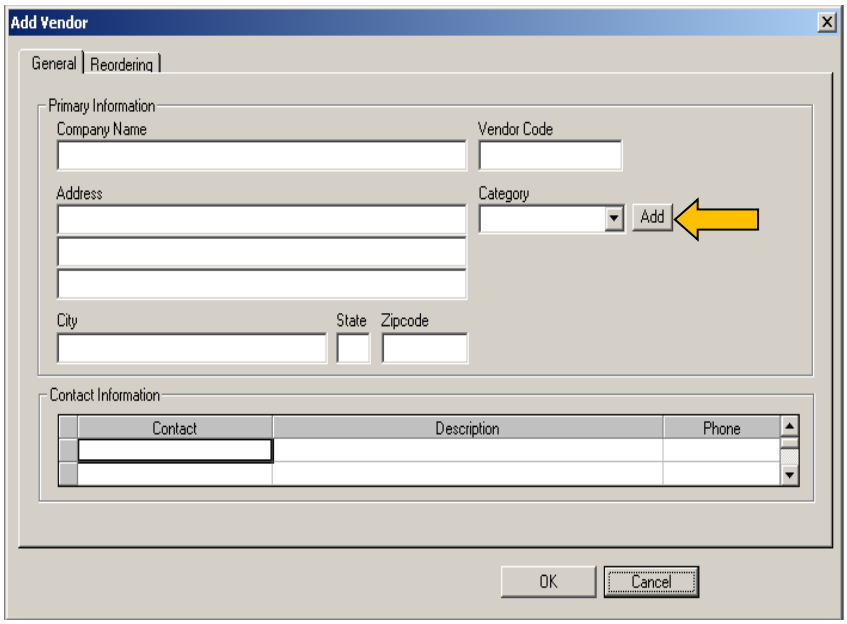
Adding Vendor Categories

A vendor category identifies the type or class of inventory items each of your vendors provides. You must create vendor categories *before* adding vendors to the system.

You input new vendor categories using the **Add Vendor Category** screen. You can navigate to this screen from the Main display two ways:



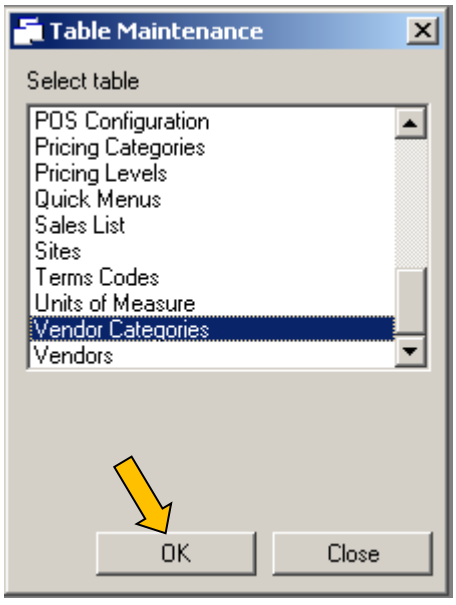
- Click toolbar Purchasing tab, and then click **Add a Vendor** on menu; **Add Vendor** screen displays.



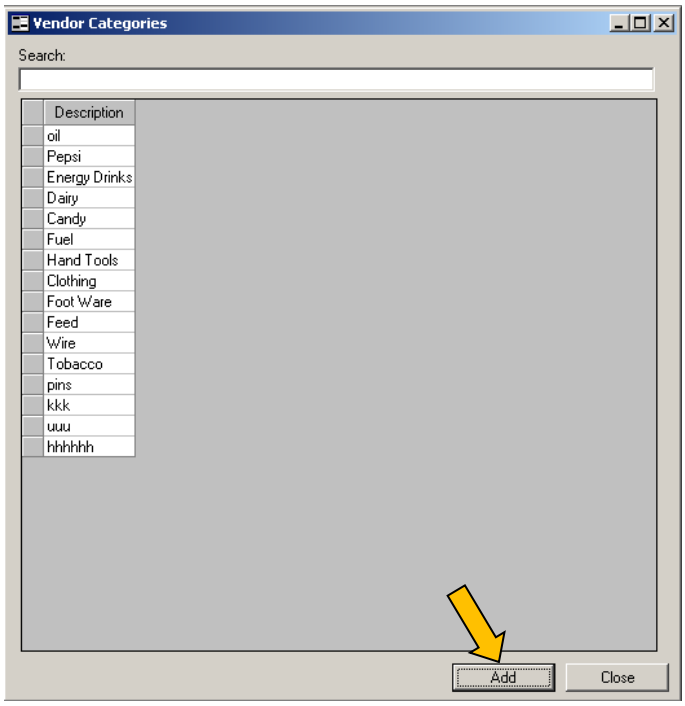
- Click **Add** at right of Category window.
- **Add Vendor Category** screen displays.

OR

- Click toolbar **Table Maintenance** icon, and then click **Vendor Categories** on menu.



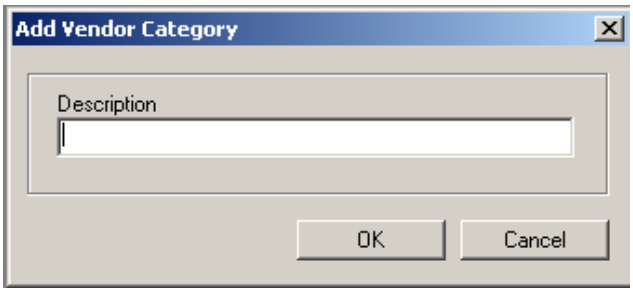
- Click **OK** at screen bottom; **Vendor Categories** screen displays.



- Click **Add** at screen bottom.

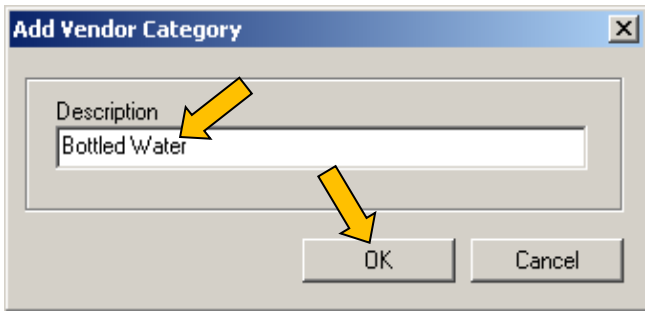
Then:

- **Add Vendor Category** screen displays.



1. Type the following:

   Description: Unique name or brief narrative identifying entry.

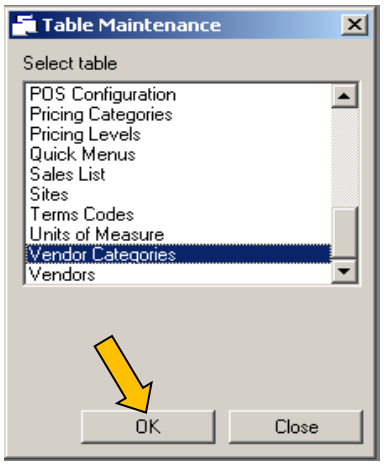


2. Click **OK** at screen bottom.

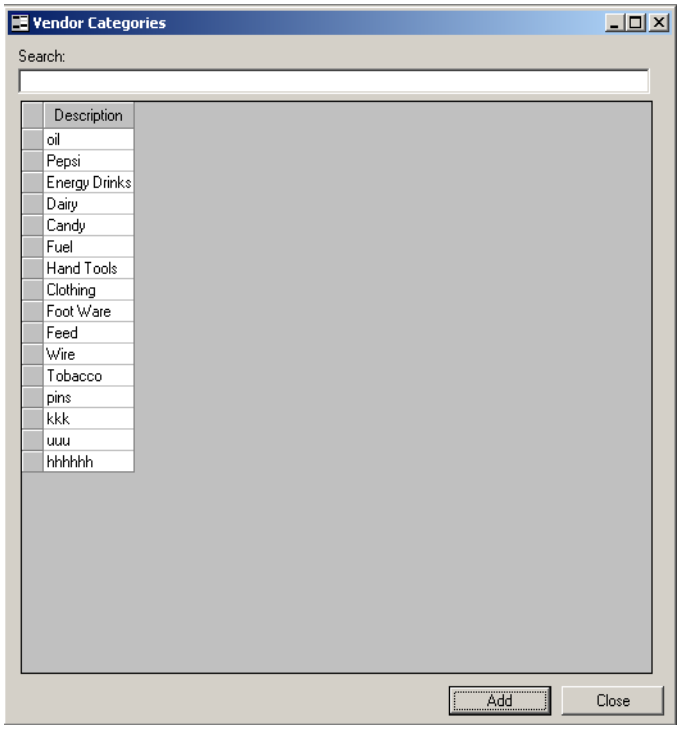
Updating Vendor Categories

After adding a vendor category you can change or remove the information you provided by first selecting a specific category on the **Vendor Categories** screen. You can navigate to this screen from the Main display as follows:

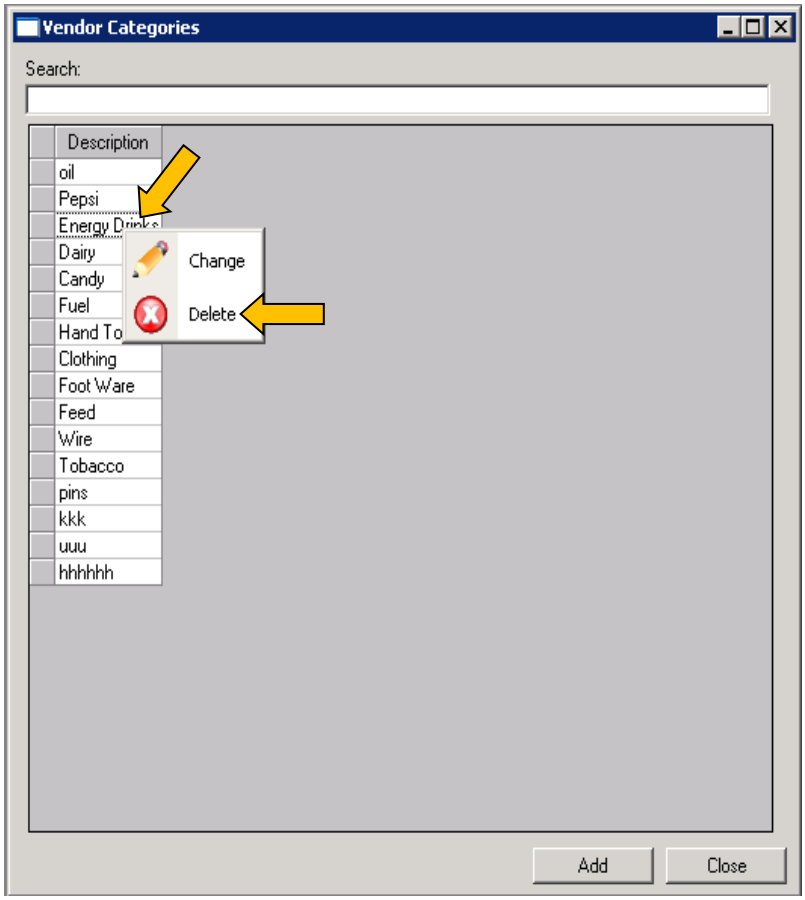
- Click toolbar **Table Maintenance** icon, and then click **Vendor Categories** on menu.



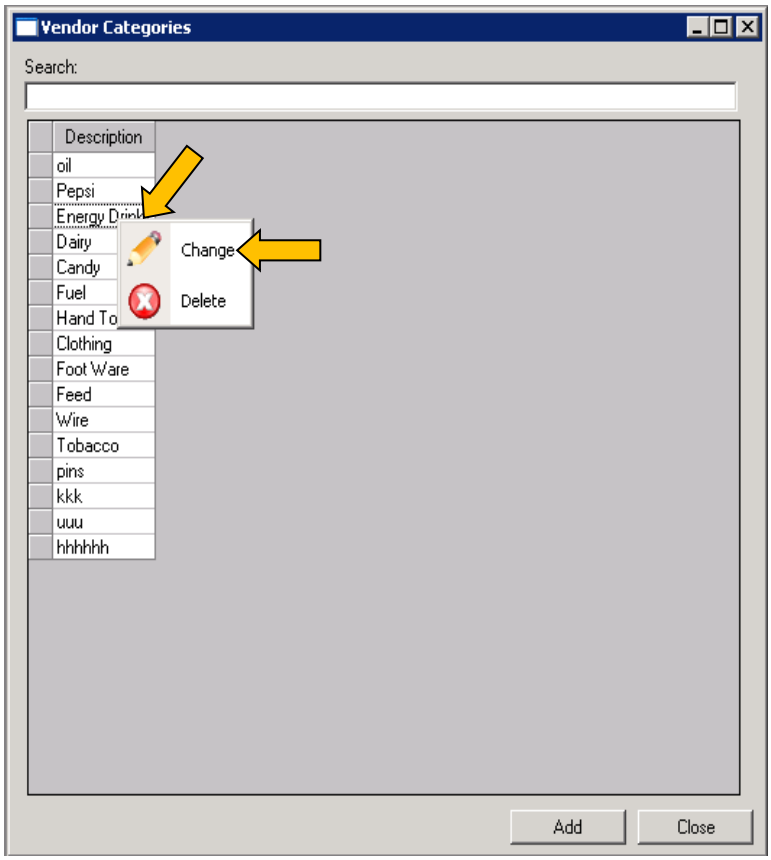
- Click **OK** at screen bottom; **Vendor Categories** screen displays.



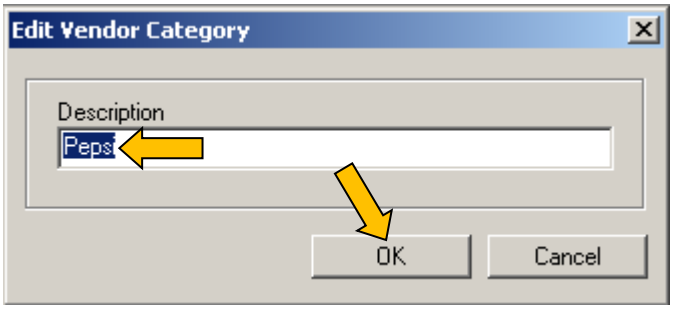
1. Do one of the following:
   - To completely remove (delete) entry, go to Step 2; *or*
   - To update information for an entry, go to Step 5.
2. Right-click entry to be removed.



3. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog; selected item removed.
4. STOP!
5. Right-click entry to be updated.



6. Click **Change** icon; **Edit Vendor Category** screen displays:



7. Change the following:

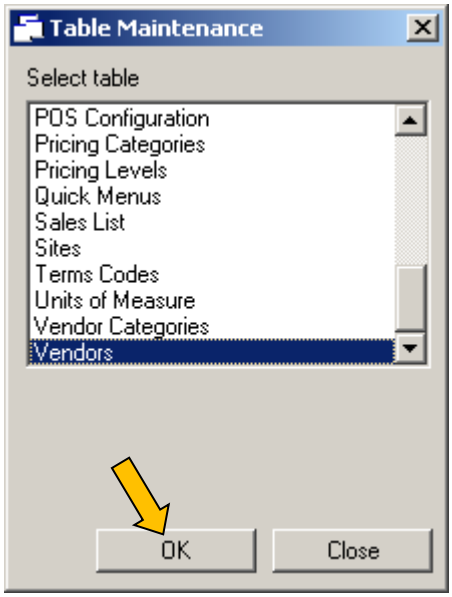
   Description: Unique name or brief narrative identifying entry.

8. Click **OK** at screen bottom.

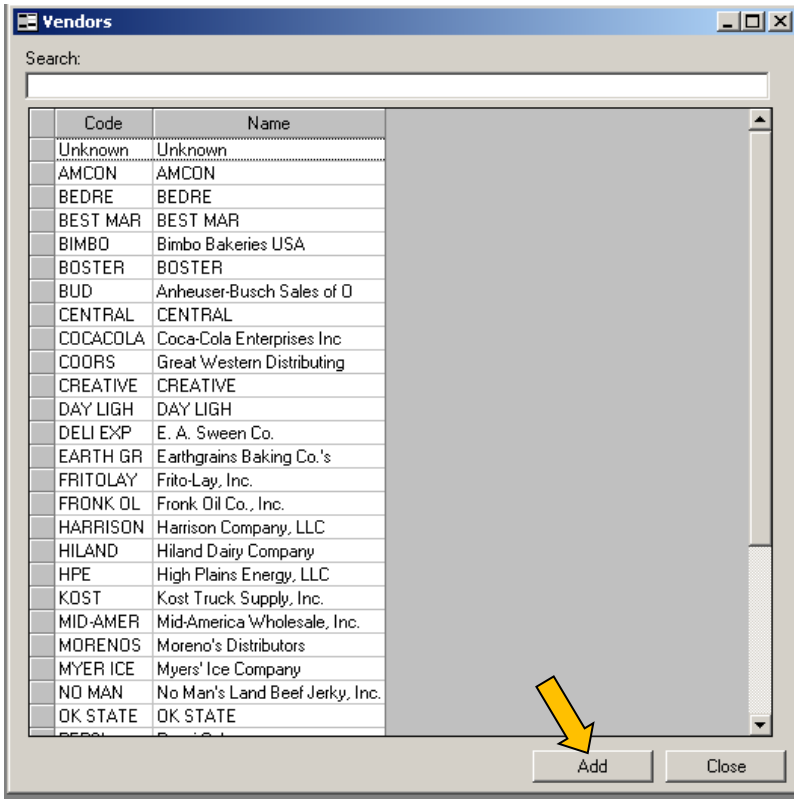
Adding Vendor Accounts

You must create an account for each of your vendors for activity management and reporting purposes. You set up a new vendor using the **Add Vendor** screen. You can navigate to this screen from the Main display two ways:

- Click toolbar Table Maintenance icon; click **Vendors** on menu, and then click **OK** at screen bottom.



- **Vendors** screen displays.



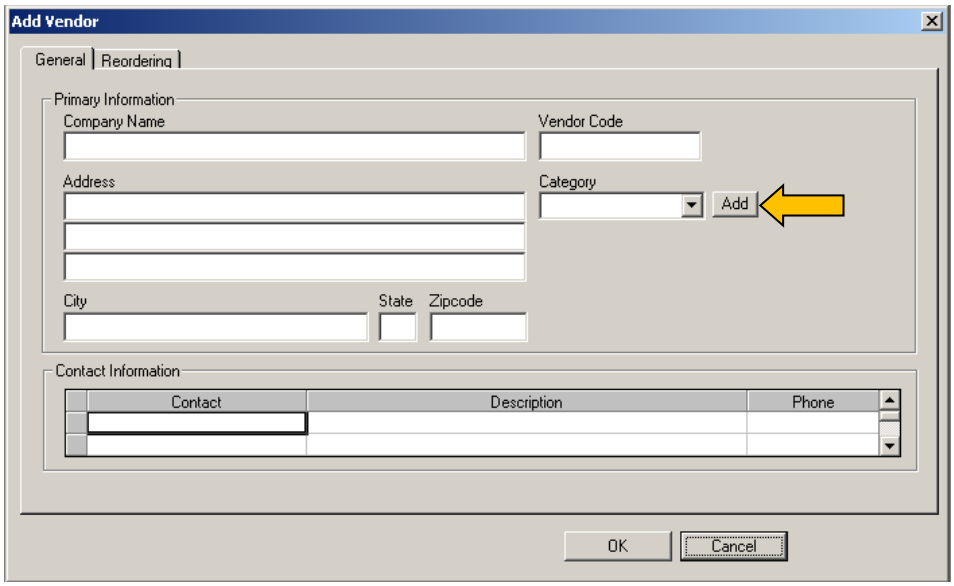
- Click **Add** at screen bottom.

OR

- Click toolbar Purchasing Tab, and then click **Add a Vendor** on menu.

Then:

- **Add Vendor** screen displays.



1. As appropriate, type or select the following **required** General tab information:

   Company Name: Business name or individual last name and first name.

   City: Address city name.

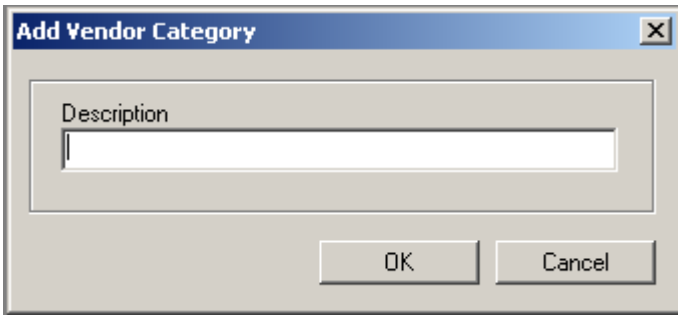
   State: Address two character state code (e.g., 'AZ').

   Zipcode: Address five-digit postal code.

   Vendor Code: Unique code identifying vendor.

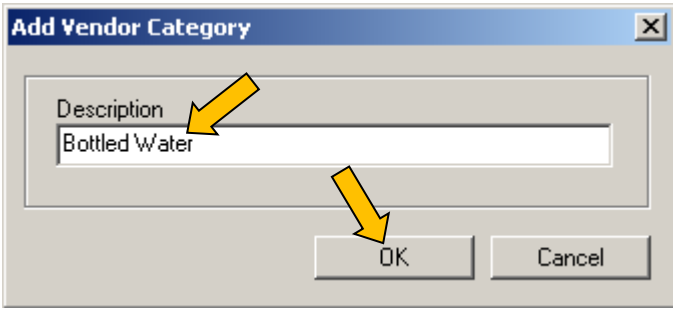
   Category: Unique name or brief narrative identifying category.

2. To add vendor category to those displayed, go to Step 3; else, go to Step 6.
3. Click **Add** at right of **Category** window; **Add Vendor Category** screen displays:



4. Type the following:

   Description: Unique name or brief narrative identifying entry.



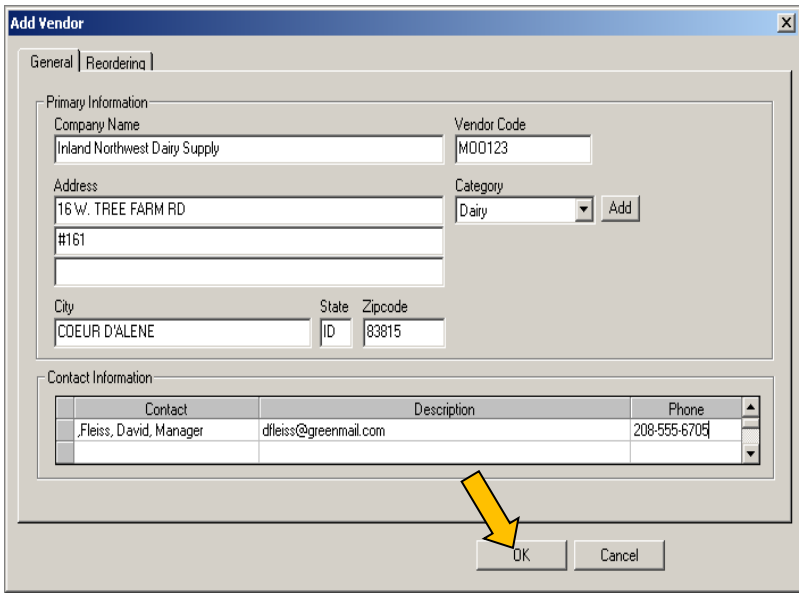
5. Click **OK** at screen bottom.
6. To add additional information, go to Step 7; else, go to Step 8.
7. As appropriate, type the following:

   Address: Street number and name, and unit number, if applicable (e.g., 1011 Helderberg Ave #103').

   Contact: Contact last and first name and/or title (e.g., "Jones, Stephanie, Supervisor', 'Owner', etc.).

   Description: Contact email address and/or site location (e.g., 'Building 101A').

   Phone: Contact area code and telephone number (e.g., '310-555-3434').

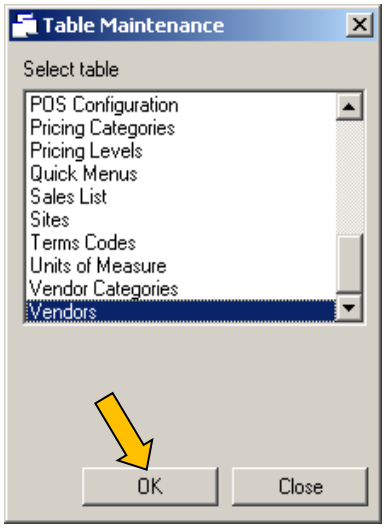


8. Click **OK** at screen bottom.

Updating Vendor Accounts

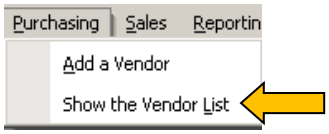
After adding a vendor you can add to, change or remove the information you provided by first selecting a specific vendor on the **Vendors** screen. You can navigate to this screen from the Main display two ways:

- Click toolbar Table Maintenance icon; click **Vendors** on menu, and then click **OK** at screen bottom.



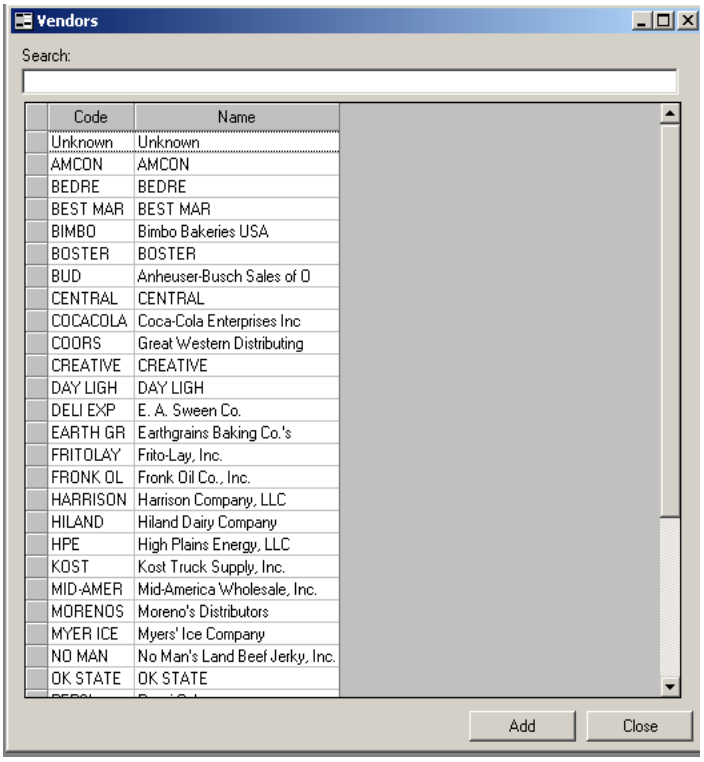
OR

- Click toolbar Purchasing tab, then click **Show the Vendor List** on menu.

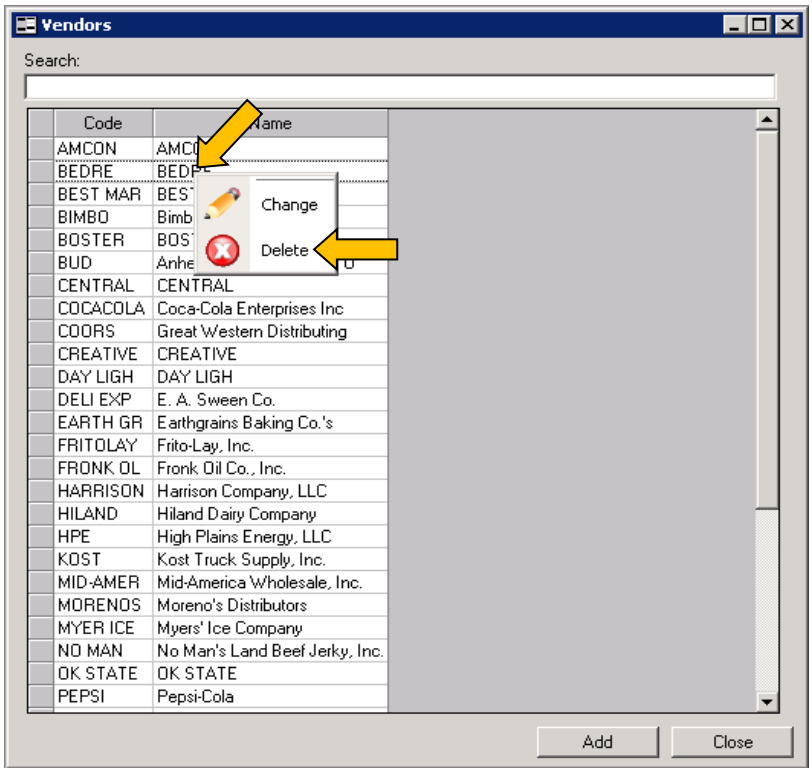


Then:

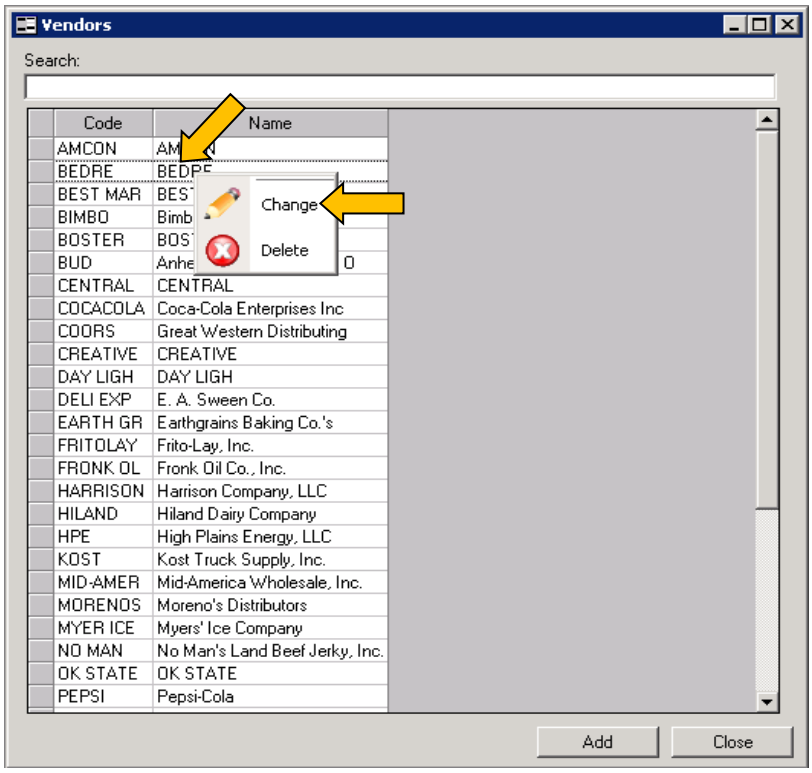
- **Vendors** screen displays:



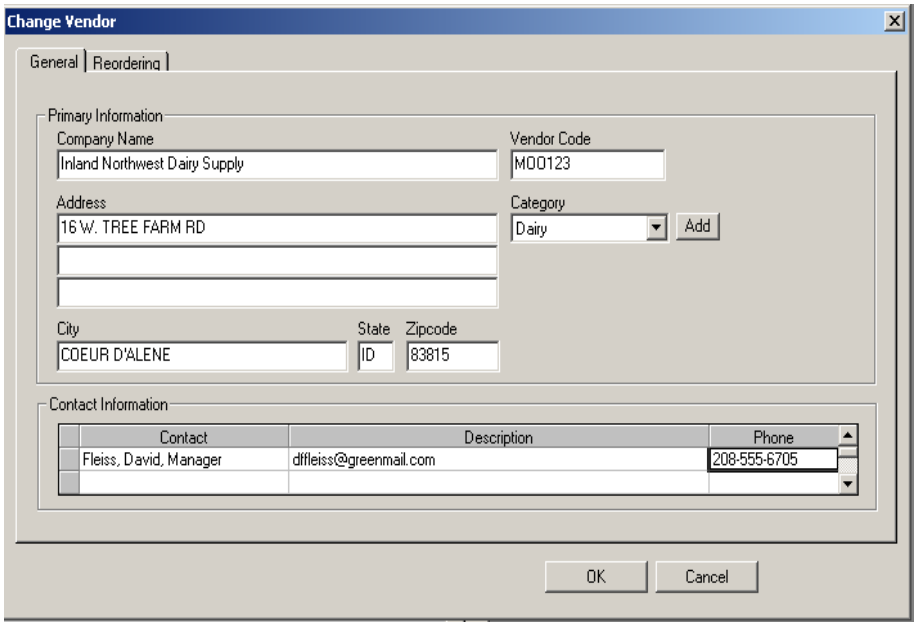
1. Do one of the following:
   - To completely remove (delete) entry, go to Step 2; *or*
   - To change information for a vendor, go to Step 5.
2. Right-click entry to be removed.



3. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog; selected item removed.
4. STOP!
5. Right-click entry to be updated.



6. Click Change icon; **Change Vendo**r screen displays:



7. As appropriate, change any of the following:

   Company Name: Business name or individual last name and first name.

   City: Address city name.

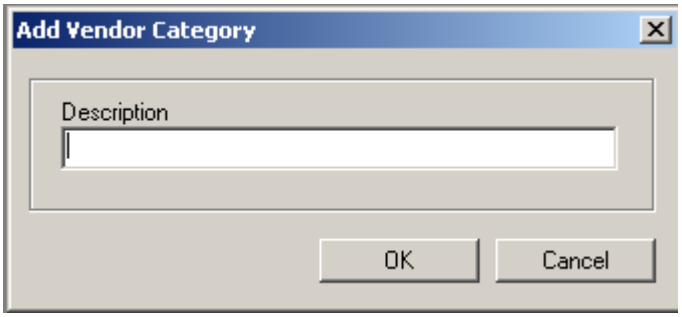
   State: Address two character state code (e.g., ‘AZ’).

Zipcode: Address five-digit postal code.

Vendor Code: Unique code identifying vendor.

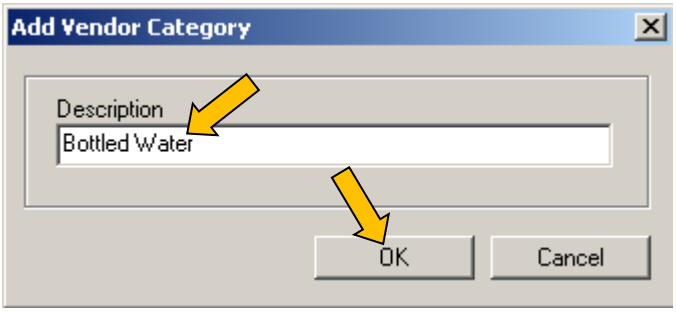
Category: Unique name or brief narrative identifying category.

8. To add vendor category to those displayed, go to Step 9; else, go to Step 12.
9. Click **Add** at right of **Category** window; **Add Vendor Category** screen displays:



10. Type the following:

    Description: Unique name or brief narrative identifying entry.



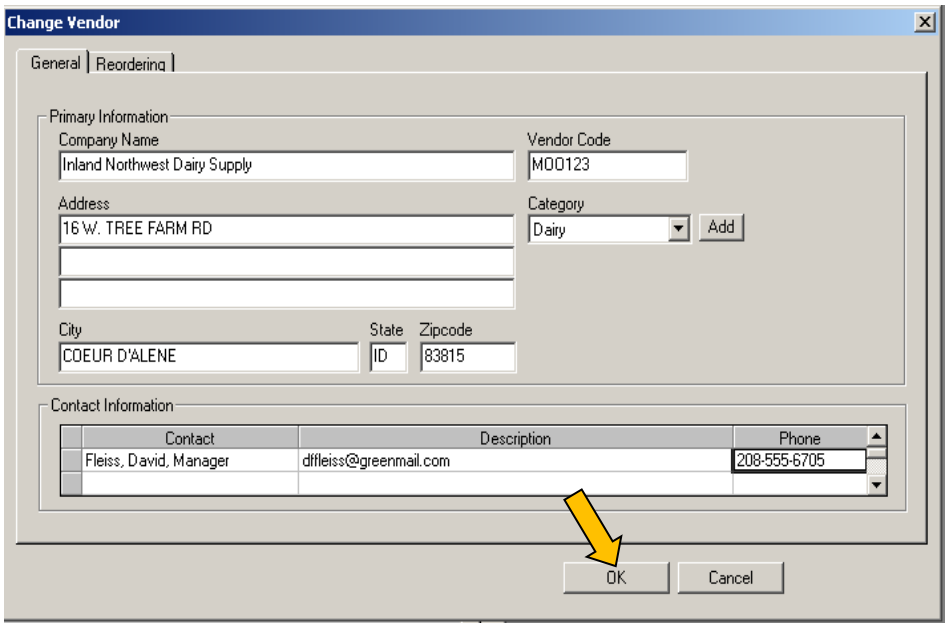
11. Click **OK** at screen bottom to update information.
12. As appropriate, add, change or delete any of the following:

    Address: Street number and name, and unit number, if applicable (e.g., 1011 Helderberg Ave #103').

    Contact: Contact last and first name and/or title (e.g., "Jones, Stephanie, Supervisor', 'Owner', etc.).

    Description: Contact email address and/or site location (e.g., 'Building 101A').

    Phone: Contact area code and telephone number (e.g., '310-555-3434').



13. Click **OK** at screen bottom.

Chapter

4

Managing Inventory Information

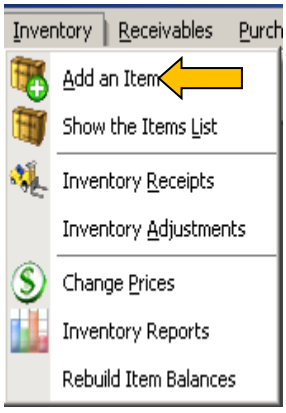
DataManager allows you to setup a discrete record for each item or product you sell, and to subsequently add to, change and delete the information you provide. Each inventory item will be assigned a unique stock number, description and product category, along with associated tax and discount information. This information will then be used to monitor and control inventory activity and balances, and provide data for export and reporting purposes.

Adding Inventory Categories

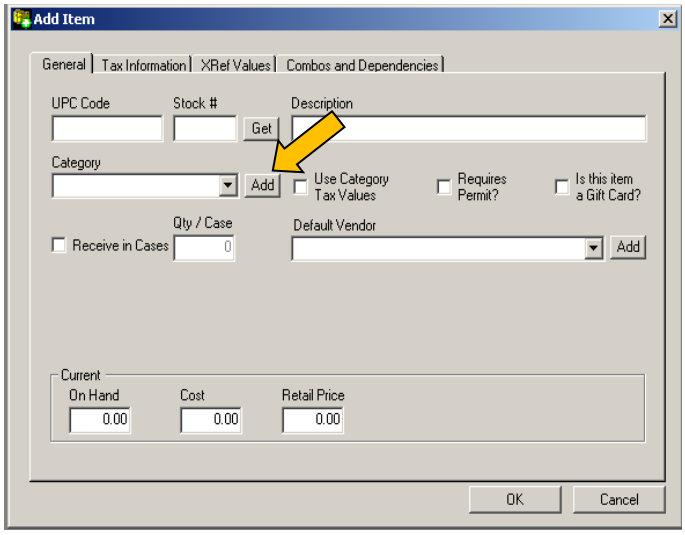
Inventory categories are synonymous with inventory departments and identify the types or classes of items you sell. You must create item categories *before* adding inventory items to the system.

You input new inventory categories using the **Add Inventory Category** screen. You can navigate to this screen from the Main display three ways:

- Click toolbar Inventory tab, and then click **Add an Item** on menu.



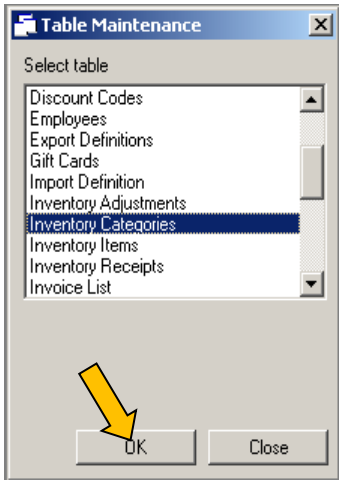
- **Add Item** screen displays:



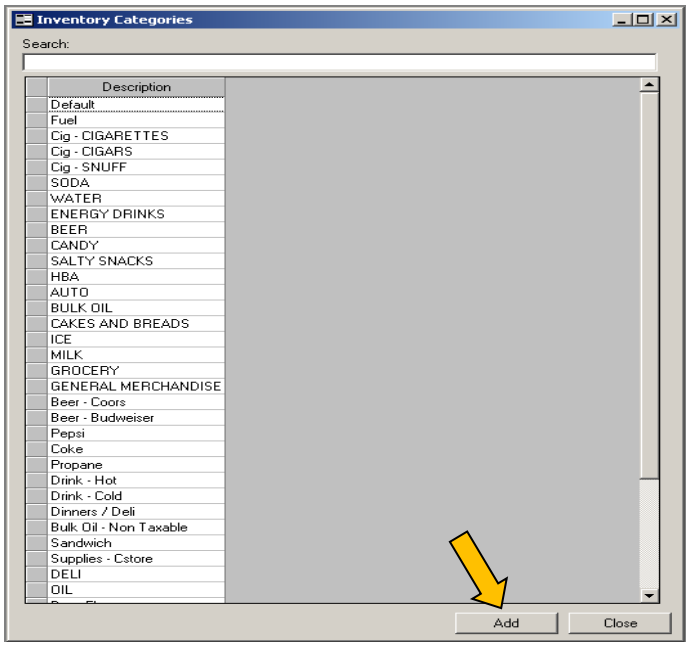
- Click **Add** at right of **Category** window.

OR

- Click toolbar Table Maintenance icon; click **Inventory Categories** on menu, and then click **OK** at screen bottom.



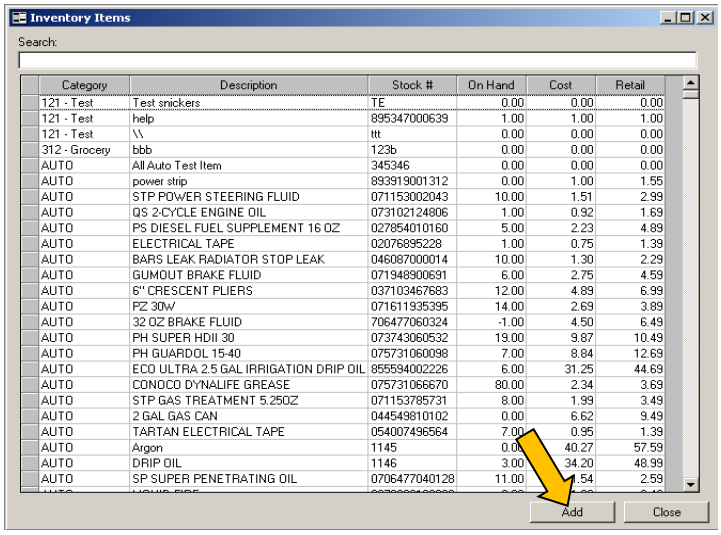
- **Inventory Categories** screen displays:



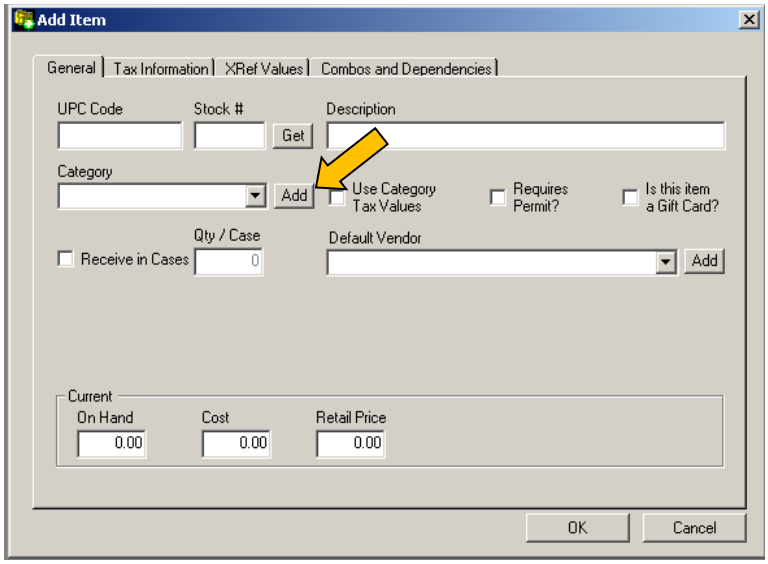
- Click **Add** at screen bottom.

OR

- Click toolbar Inventory icon; **Inventory Items** screen displays:



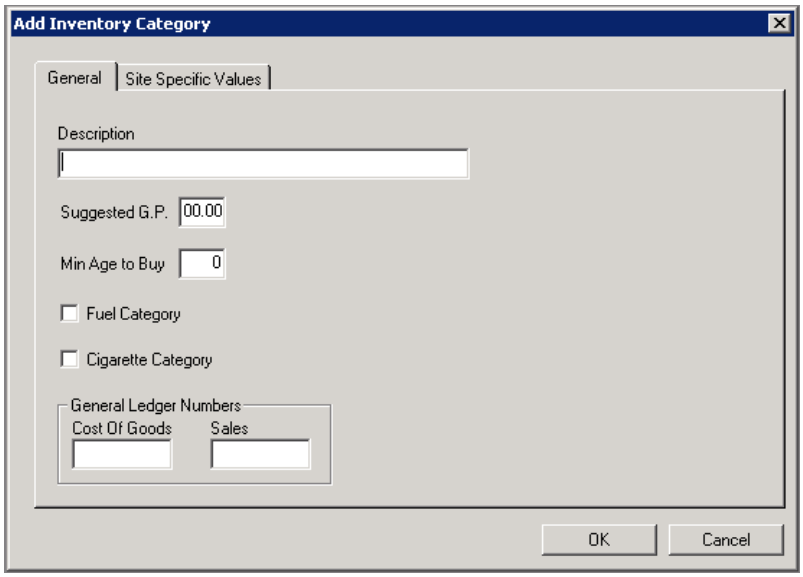
- Click **Add** at screen bottom; **Add Item** screen displays:



- Click **Add** at right of **Category** window.

Then:

- **Add Inventory Category** screen displays.



1. Type the following **required** General tab information:

   Description: Unique name or brief narrative identifying entry.
2. To add **optional** General tab information, go to Step 3; else, go to Step 4.
3. As appropriate, type or select the following:

   Suggested G.P.: Category gross profit percent (e.g., ‘15’).

   Min Age to Buy: Category minimum purchase age (e.g., ‘18’, ‘21’).

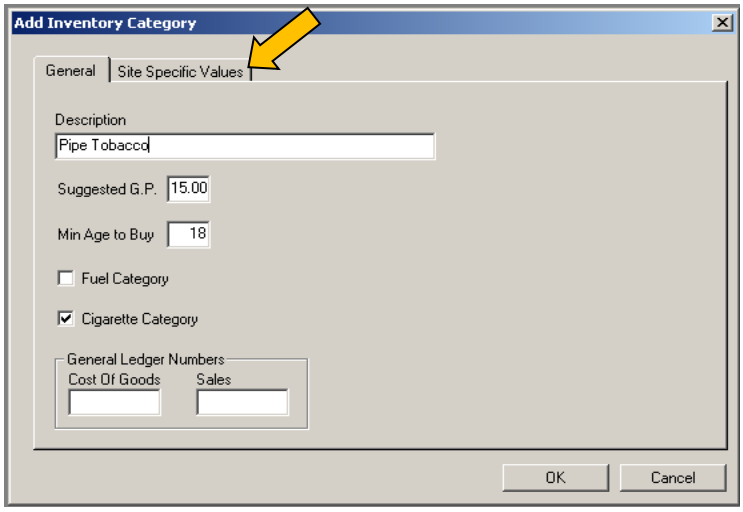
Fuel Category: Category comprises fuel products.

Cigarette Category: Category comprises tobacco product.

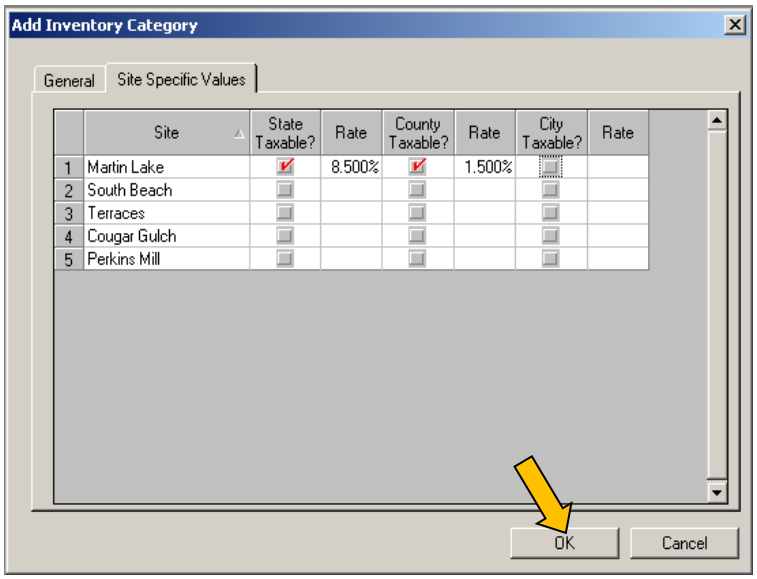
Cost Of Goods: General Ledger number for category Cost of Goods.

Sales: General Ledger number for category sales.

4. If category either site specific or applicable to multiple sites with varying tax rates, click Site Specific Values tab and go to Step 5; else go to Step 6.



NOTE: You must set up additional site locations per instructions in Chapter 2, *Managing Site Information*, before you can specify site-specific values.



5. As appropriate, select and type the following for each listed site:

State Taxable?: Category subject to state tax.

Rate: Percent of sale at which category taxed by state; required if **State Taxable**? selected.

County Taxable?: Category subject to county tax.

Rate: Percent of sale at which category taxed by county.

City Taxable?: Category items subject to city tax.

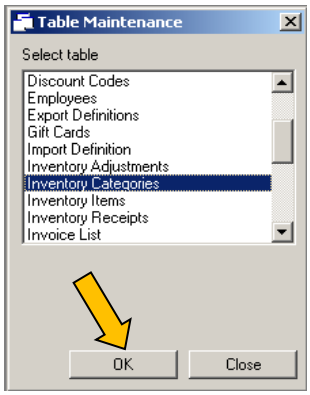
Rate: Percent of sale at which category items taxed by city.

6. Click **OK** at screen bottom.

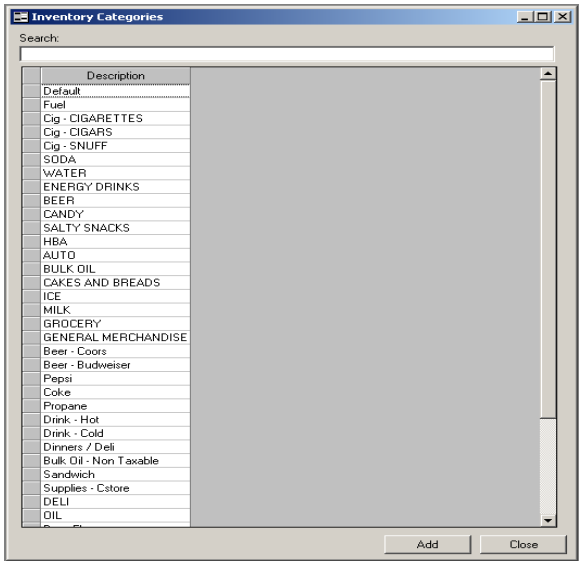
Updating Inventory Categories

After adding an inventory category you can change or remove the information you provided by first selecting a specific category on the **Inventory Categories** screen. You can navigate to this screen from the Main display as follows:

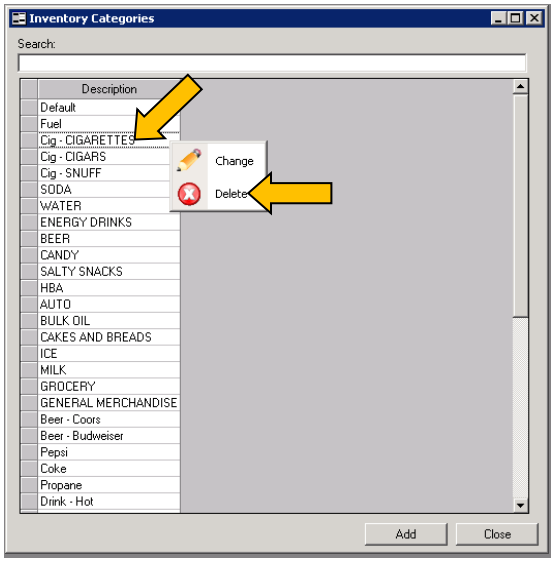
- Click toolbar Table Maintenance icon; click **Inventory Categories** on menu, and then click **OK** at screen bottom.



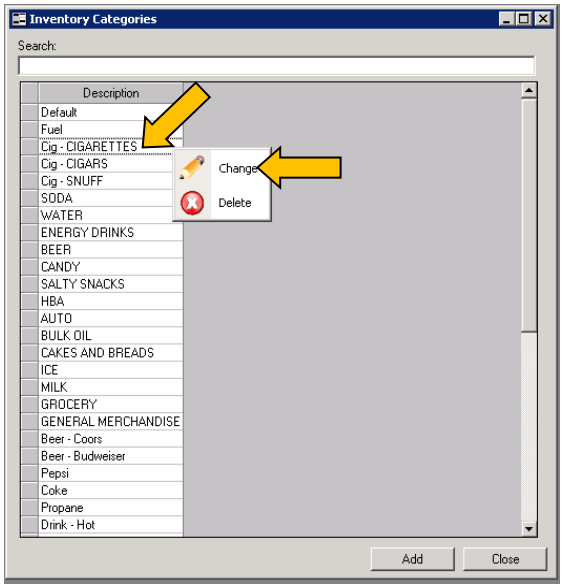
- **Inventory Categories** screen displays:



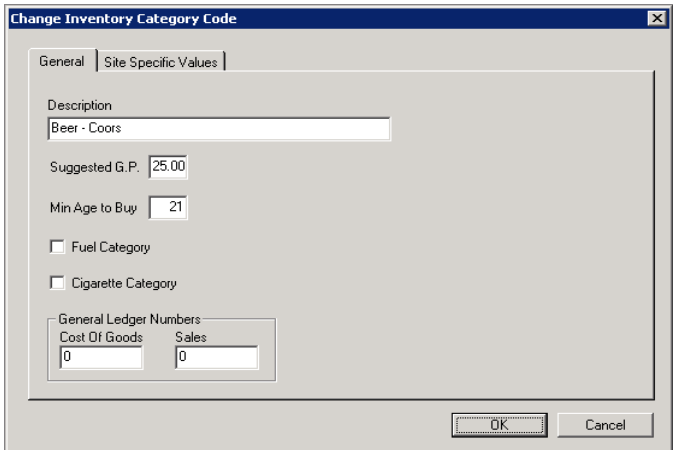
1. Do one of the following:
   - To completely remove (delete) entry, go to Step 2; *or*
   - To update information for an entry, go to Step 5.
2. Right-click entry to be removed.



3. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog; selected item removed.
4. STOP!
5. Right-click entry to be updated.



6. Click **Change** icon; **Change Inventory Category Code** screen displays.



7. As appropriate, change the following:

   Description: Unique name or brief narrative identifying entry.

8. As appropriate, add, change or remove the following:

   Suggested G.P.: Category gross profit percent (e.g., '15').

   Min Age to Buy: Category minimum purchase age (e.g., '18', '21').

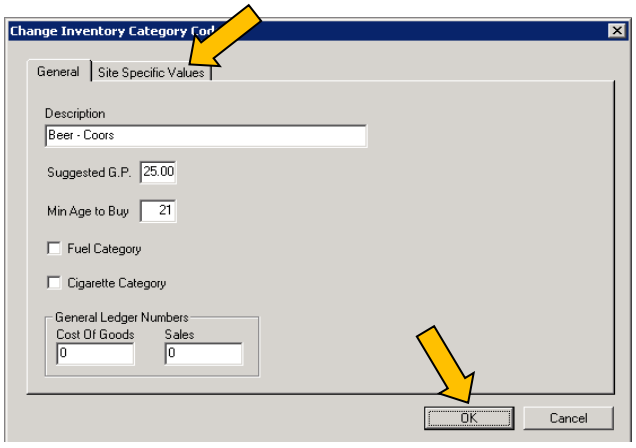
   Fuel Category: Category comprises fuel products.

   Cigarette Category: Category comprises tobacco products.

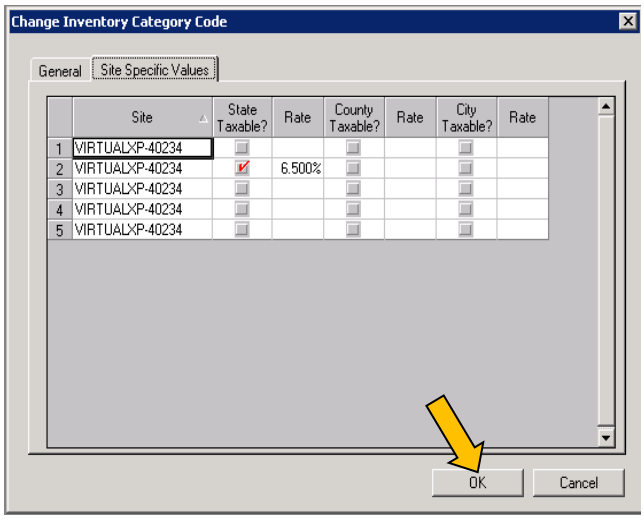
   Cost Of Goods: General Ledger number for category Cost of Goods.

   Sales: General Ledger number for category sales.

9. If category either site specific or applicable to multiple sites with varying tax rates, click Site Specific Values tab and go to Step 10; else, go to Step 11.



NOTE: You must set up additional site locations per instructions in Chapter 2, *Managing Site Information*, before you can specify site-specific values.



10. As appropriate, add, change or remove the following for each listed site:

    State Taxable?: Category subject to state tax.

    Rate: Percent of sale at which category taxed by state; required if **State Taxable**? selected.

    County Taxable?: Category subject to county tax.

    Rate: Percent of sale at which category taxed by county.

    City Taxable?: Category items subject to city tax.

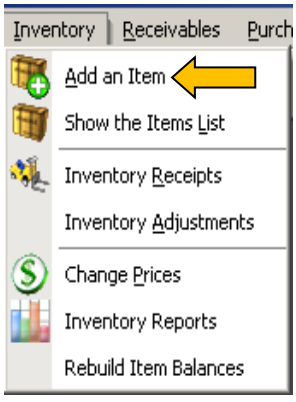
    Rate: Percent of sale at which category items taxed by city.

11. Click **OK** at screen bottom.

Adding Inventory Items

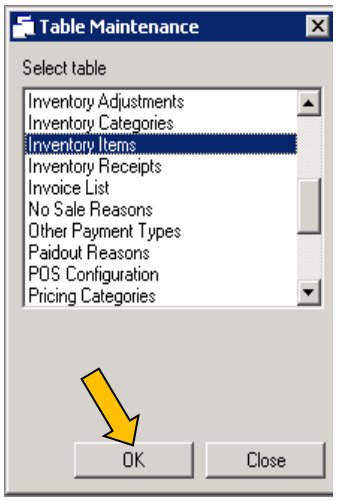
You input a new inventory item using the **Add Item** screen. You can navigate to this screen from the Main display three ways:

- Click toolbar Inventory tab, and then click **Add an Item** on menu.

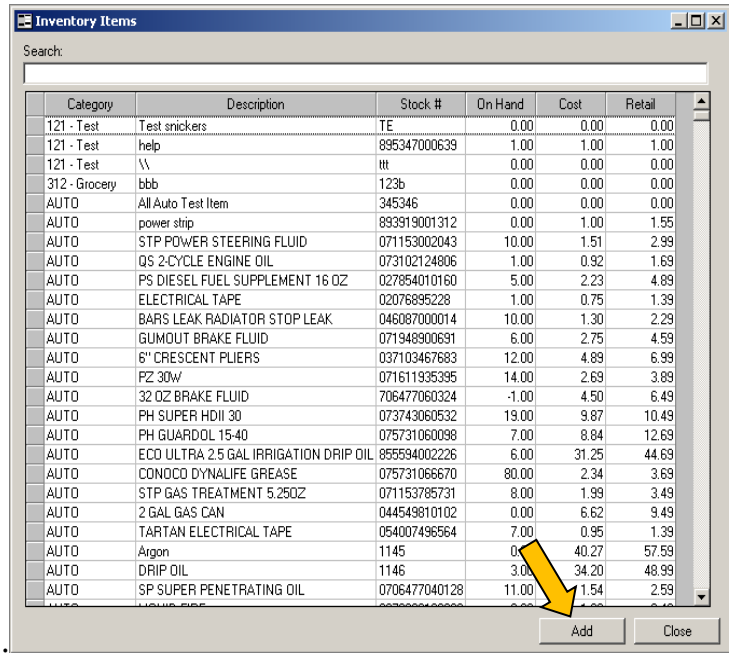


OR

- Click toolbar Table Maintenance icon; click **Inventory Items** on menu, and then click **OK** at screen bottom.



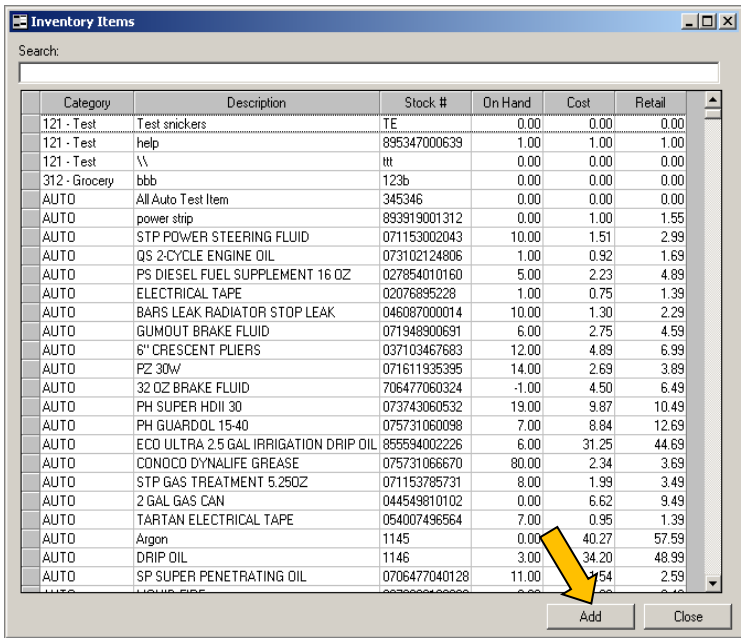
- **Inventory Items** screen displays:



- **Click Add** at screen bottom.

OR

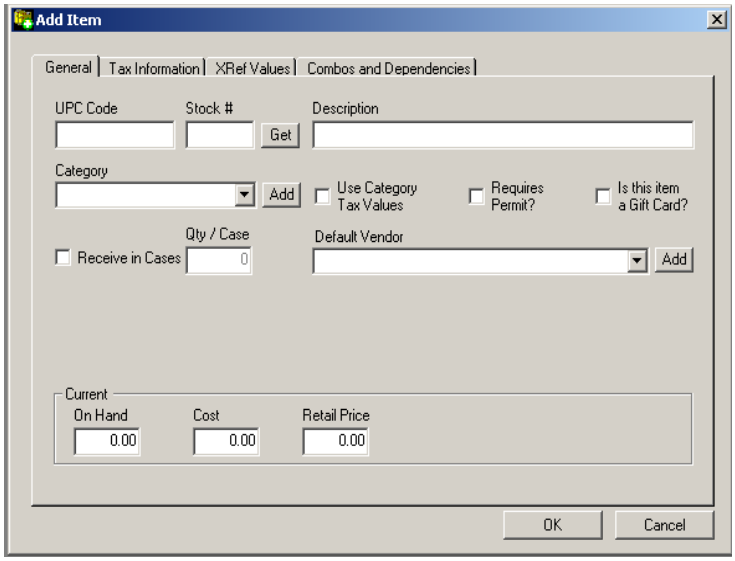
- Click toolbar Inventory icon; **Inventory Items** screen displays:



- **Click Add** at screen bottom.

Then:

- **Add Item** screen displays:



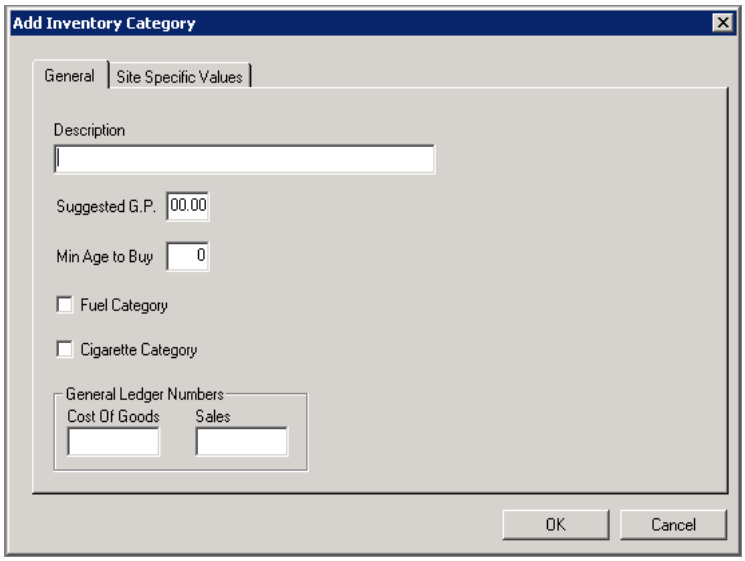
1. As appropriate, type or select the following **required** General tab information:

   Stock #: Unique number or code identifying item. *Note: To have system assign next available sequence number, click **Get**.*

   Description: Unique name or brief narrative identifying entry.

   Category: Unique name or brief narrative identifying category.

2. To add inventory categories to those displayed, go to Step 3; else, go to Step 10.
3. Click **Add** at right of **Category** window; **Add Inventory Category** screen displays:



4. Type the following **required** General tab information:

   Description: Unique name or brief narrative identifying entry.

5. To add **optional** General tab information, go to Step 6; else, go to Step 7.
6. As appropriate, type or select the following:

   Suggested G.P.: Category gross profit percent (e.g., '15').

   Min Age to Buy: Category minimum purchase age (e.g., '18', '21').

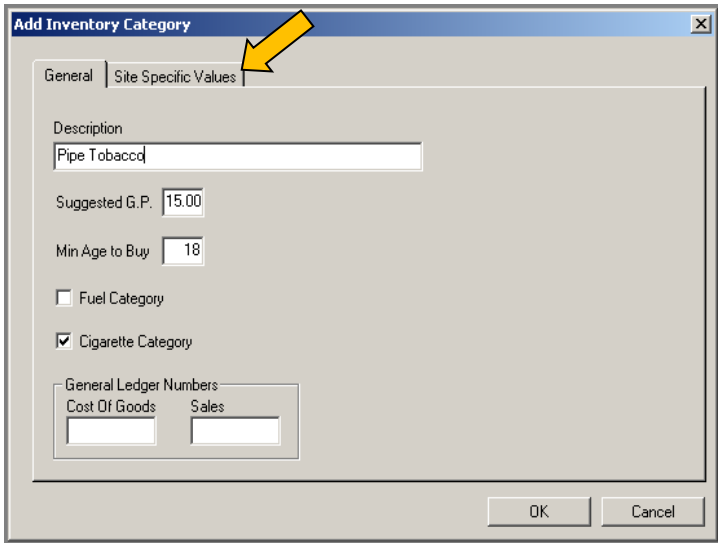
   Fuel Category: Category comprises fuel products.

   Cigarette Category: Category comprises tobacco product.

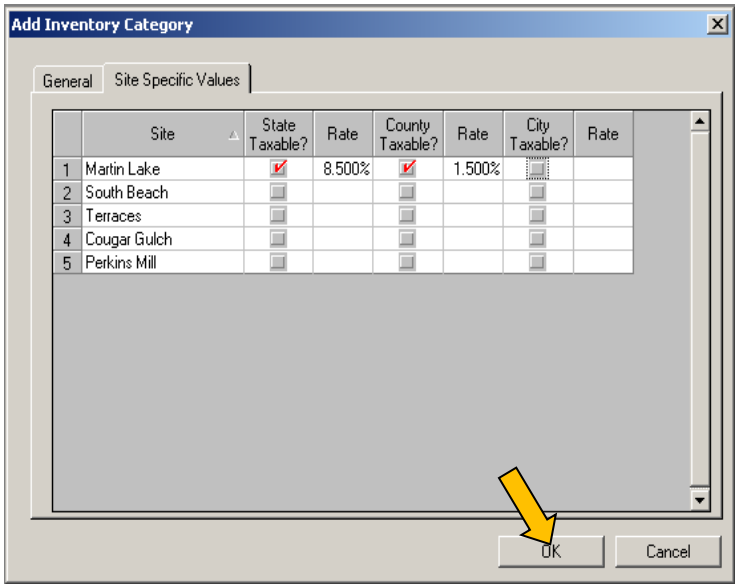
   Cost Of Goods: General Ledger number for category Cost of Goods.

   Sales: General Ledger number for category sales.

7. If category either site specific or applicable to multiple sites with varying tax rates, click Site Specific Values tab and go to Step 8; else click **OK** and go to Step 10.



NOTE: You must set up additional site locations per instructions in Chapter 2, *Managing Site Information*, before you can specify site-specific values.



8. As appropriate, select and type the following for each listed site:

   State Taxable?: Category subject to state tax.

   Rate: Percent of sale at which category taxed by state; required if **State Taxable**? selected.

   County Taxable?: Category subject to county tax.

   Rate: Percent of sale at which category taxed by county.

   City Taxable?: Category items subject to city tax.

   Rate: Percent of sale at which category items taxed by city.

9. Click **OK** at screen bottom.

10. To add **optional** General tab information, go to Step11; else, go to Step 22.
11. As appropriate, type or select the following **optional** general tab information:

    UPC Code: Unique **U**niversal **P**roduct **C**ode identifying item.

    Use Category Tax Values: Use default tax values specified for item category.

    Requires Permit?: Item requires customer permit on file to purchase.

    Is this item a Gift Card?: Item is gift card.

    Receive in Cases: Item received in case lots.

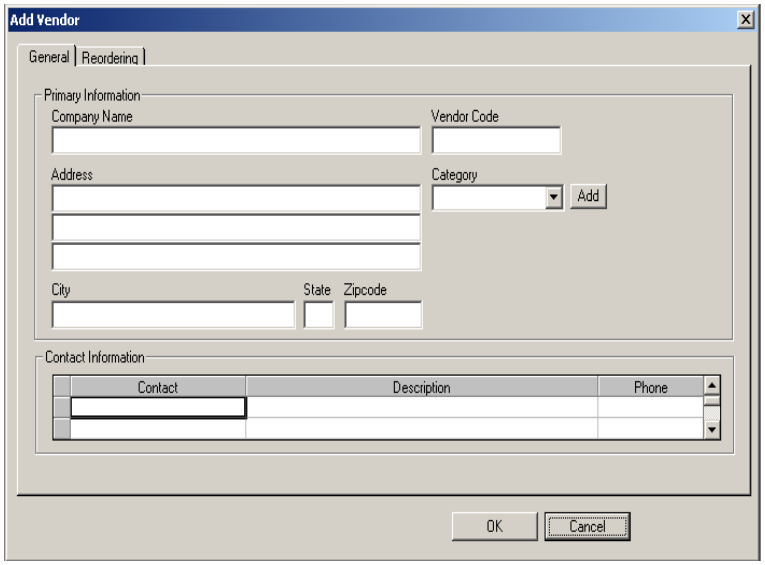
    QTY/Case: Item quantity per case; **REQUIRED** if **Receive in Cases** selected.

    On Hand: Item quantity on hand, per specified unit of measure (case or unit).

    Cost: Item vendor price, per specified unit of measure.

    Retail Price: Item retail price per specified unit of measure (case or unit).

    Default Vendor: Name of primary vendor supplying category items.
12. To add default vendor names to those displayed, go to Step 13; else, go to Step 21.
13. Click **Add** at right of **Default Vendor** window; **Add Vendor** screen displays:



14. As appropriate, type or select the following **required** General tab information:

    Company Name: Business name or individual last name and first name.

    City: Address city name.

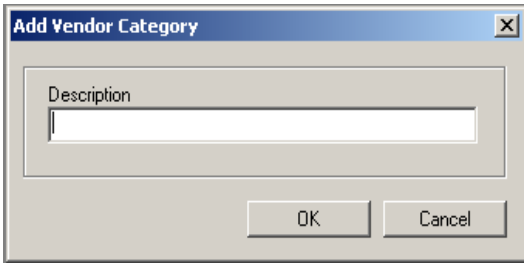
State: Address two character state code (e.g., 'AZ').

Zipcode: Address five-digit postal code.

Vendor Code: Unique code identifying vendor.

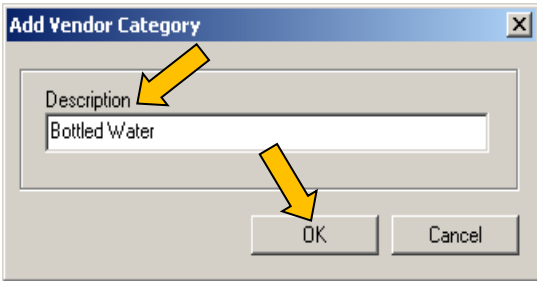
Category: Unique name or brief narrative identifying category.

15. To add vendor category to those displayed, go to Step 16; else, go to Step 19.
16. Click **Add** at right of **Category** window; **Add Vendor Category** screen displays:



17. Type the following:

    Description: Unique name or brief narrative identifying entry.



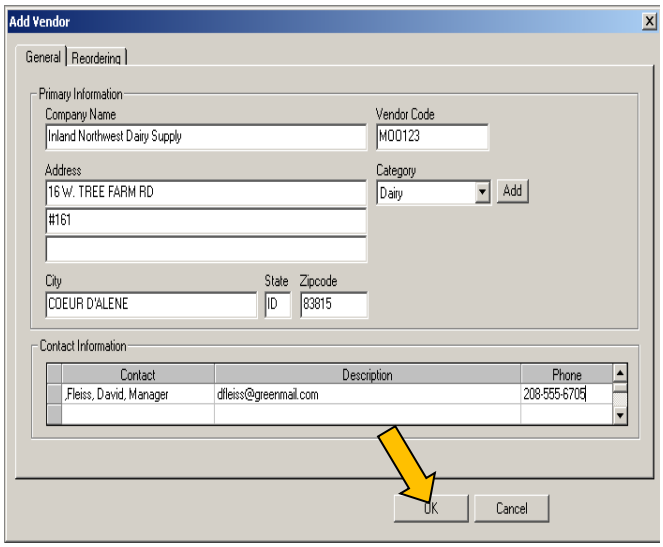
18. Click **OK** at screen bottom to add information.
19. To add optional vendor information, go to Step 20; else, go to Step 21.
20. As appropriate, type the following:

    Address: Street number and name, and unit number, if applicable (e.g., 1011 Helderberg Ave #103').

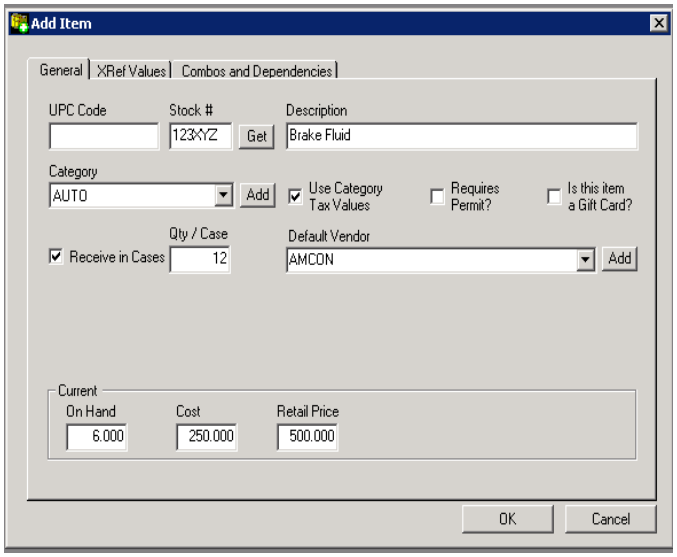
    Contact: Contact last and first name and/or title (e.g., "Jones, Stephanie, Supervisor', 'Owner', etc.).

    Description: Contact email address and/or site location (e.g., 'Building 101A').

    Phone: Contact area code and telephone number (e.g., '310-555-3434').

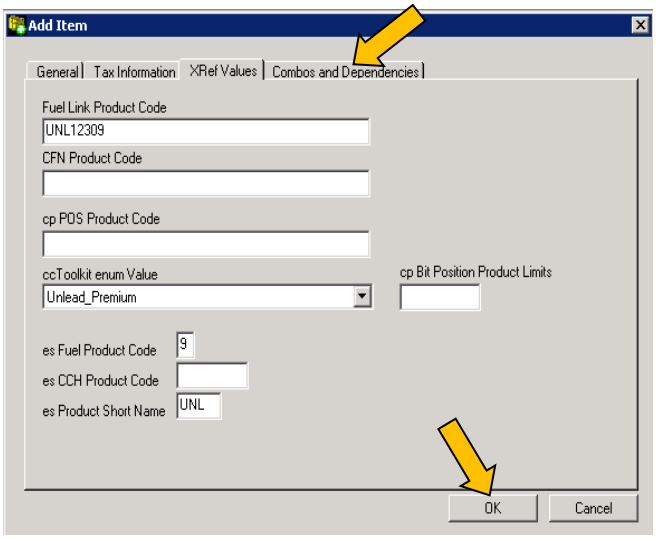


21. Click **OK** at screen bottom to add information; **Add Item** screen redisplays.



22. To input local fuel item external cross-reference table and eSite product code information, go to Step 23; else, go to Step 26.

23. Click XRef UNValues tab; **Add Item XRef Values** screen displays:



Note: Some or all applicable values may have been entered by e3tek Technical Support during product installation.

24. As appropriate, review, type or select the following information:

    Fuel Link Product Code: Unique code identifying local item externally mapped to corresponding item in Fuel Link cross reference table.

    CFN Product Code: Unique code identifying local item externally mapped to corresponding item in Commercial Fueling Network cross-reference table.

    cp POS Product Code: Unique code identifying local item externally mapped to corresponding item in 3rd-party POS (e.g., Passport, Radiant, etc.) cross-reference table; *required for CP720 locations only*.

    ccToolkit enum Value: Unique descriptor identifying product category or specific processor to which item sales restricted.

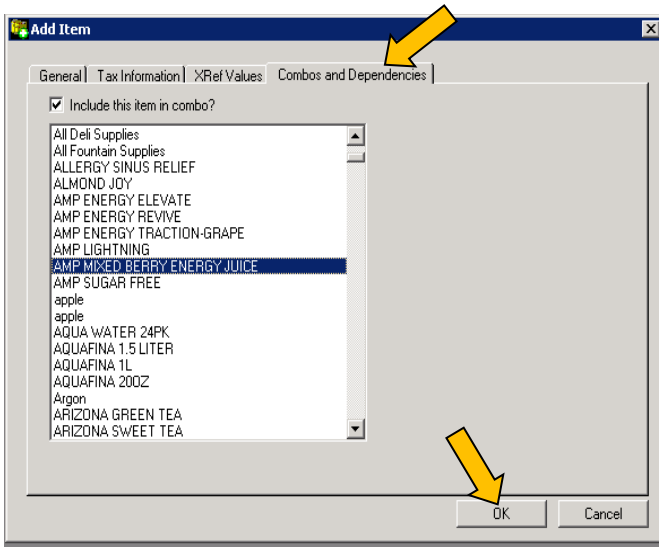
    es Fuel Product Code: Numeric code (1-9) identifying fuel item grade or type at eSite dispenser.

    es CCH Product Code: Unique five-character code identifying fuel item for credit host processing at eSite dispenser.

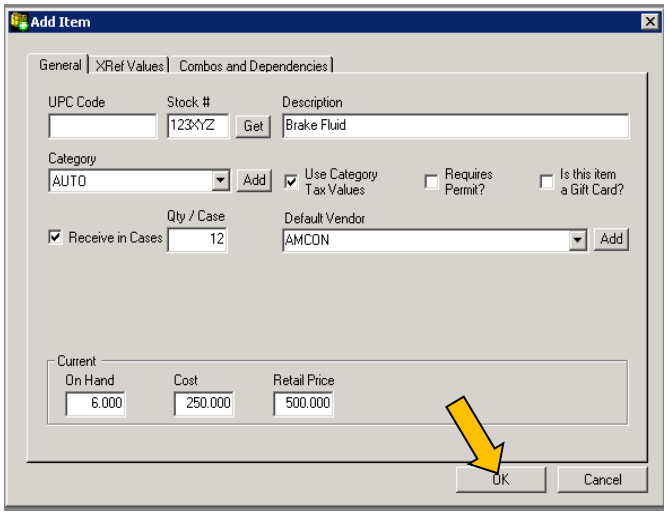
    es Product Short Name: Three-character code identifying fuel item grade or type at eSite dispenser (e.g., unleaded = 'UNL', etc.).

25. Click **OK** at screen bottom to add information.

26. If item is combo to which you want to include other items, click Combos and Dependencies tab and go to Step 27; else, go to Step 28.



27. Click item(s) you want to add to combo, then click OK at screen bottom; **Add Item** screen redisplays.

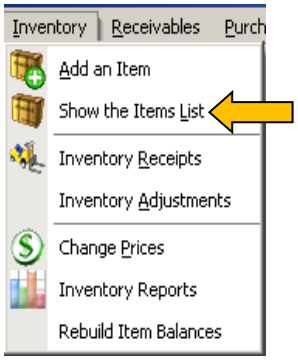


28. Click **OK** at screen bottom.

Updating Inventory Items

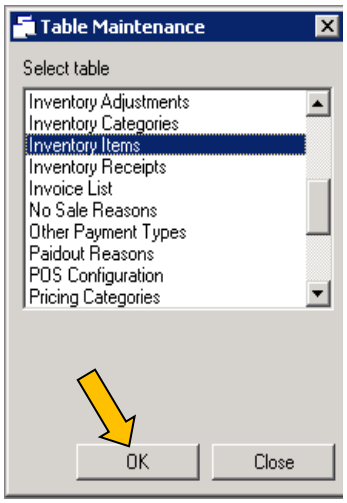
After adding an inventory item you can add to, change or remove the information you have provided by first selecting a specific item on the **Inventory Items** screen. You can navigate to this screen from the Main display two ways:

- Click toolbar Inventory tab, and then click **Show the Items List** on menu.



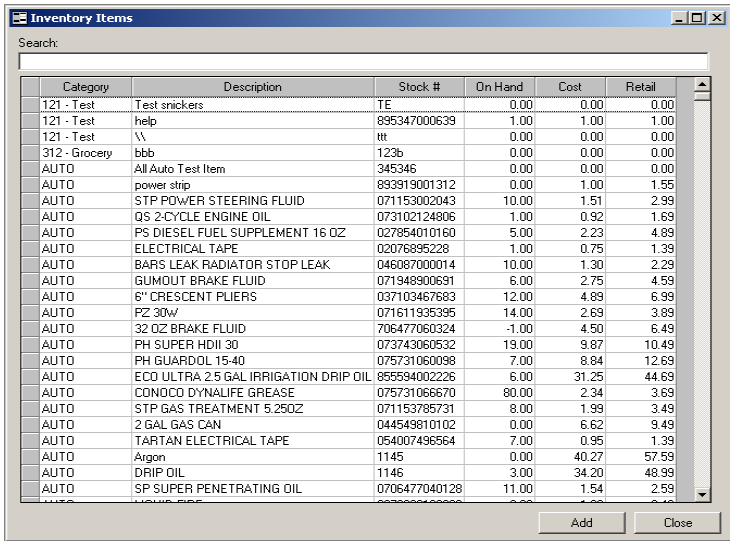
OR

- Click toolbar Table Maintenance icon; click **Inventory Items** on menu, and then click **OK** at screen bottom.

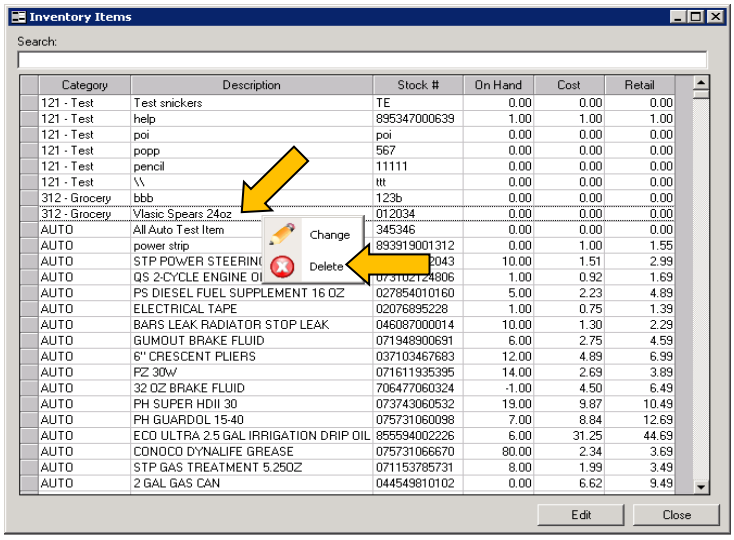


Then:

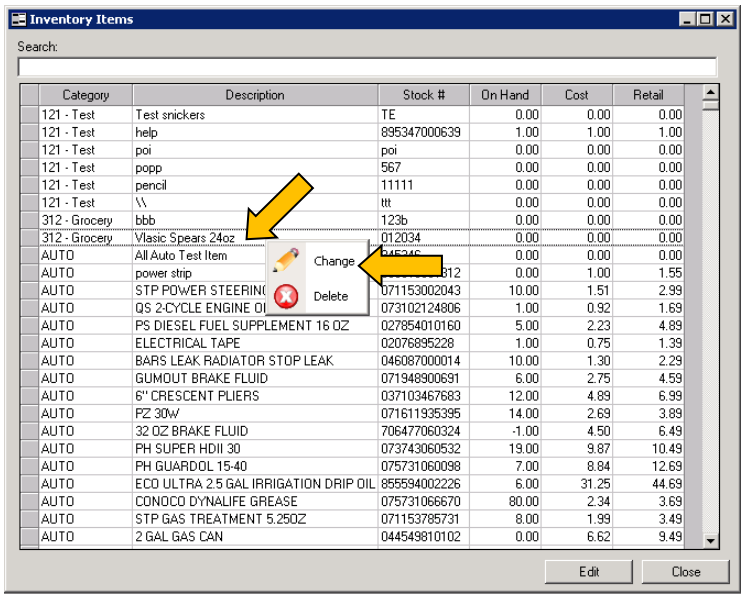
- **Inventory Items** screen displays:



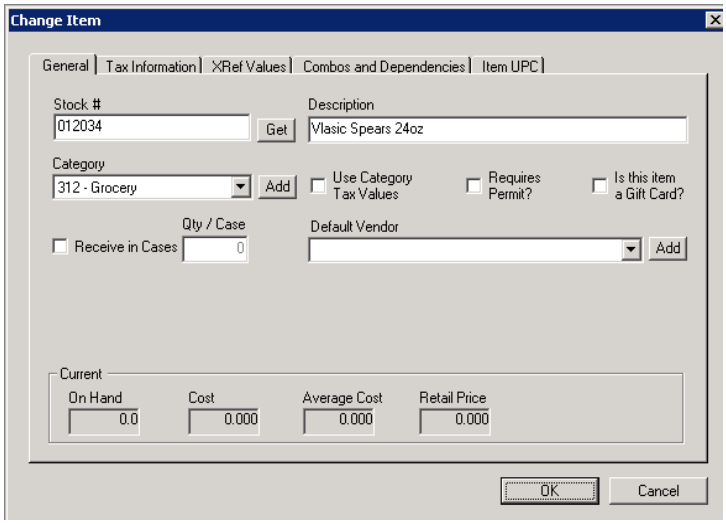
1. Do one of the following:
   - To completely remove (delete) entry, go to Step 2; *or*
   - To update information for an entry, go to Step 5.
2. Right-click entry to be removed.


Inventory Items
Search:
Category
Description
Stock #
On Hand
Cost
Retail
121 - Test Test snickers TE 0.00 0.00 0.00
121 - Test help 895347000639 1.00 1.00 1.00
121 - Test poi poi 0.00 0.00 0.00
121 - Test popp 567 0.00 0.00 0.00
121 - Test pencil 11111 0.00 0.00 0.00
121 - Test \\ ttt 0.00 0.00 0.00
312 - Grocery bbb 123b 0.00 0.00 0.00
312 - Grocery Vlasic Spears 24oz 012034 0.00 0.00 0.00
AUTO All Auto Test Item 345346 0.00 0.00 0.00
AUTO power strip 893919001312 0.00 1.00 1.55
AUTO STP POWER STEERIN 2043 10.00 1.51 2.99
AUTO QS 2-CYCLE ENGINE OI 24806 1.00 0.92 1.69
AUTO PS DIESEL FUEL SUPPLEMENT 16 OZ 027854010160 5.00 2.23 4.89
AUTO ELECTRICAL TAPE 02076895228 1.00 0.75 1.39
AUTO BARS LEAK RADIATOR STOP LEAK 046087000014 10.00 1.30 2.29
AUTO GUMOUT BRAKE FLUID 071948900691 6.00 2.75 4.59
AUTO 6" CRESCENT PLIERS 037103467683 12.00 4.89 6.99
AUTO PZ 30W 071611935395 14.00 2.69 3.89
AUTO 32 OZ BRAKE FLUID 706477060324 -1.00 4.50 6.49
AUTO PH SUPER HDII 30 073743060532 19.00 9.87 10.49
AUTO PH GUARDOL 15-40 075731060098 7.00 8.84 12.69
AUTO ECO ULTRA 2.5 GAL IRRIGATION DRIP OIL 855594002226 6.00 31.25 44.69
AUTO CONOCO DYNALIFE GREASE 075731066670 80.00 2.34 3.69
AUTO STP GAS TREATMENT 5.25OZ 071153785731 8.00 1.99 3.49
AUTO 2 GAL GAS CAN 044549810102 0.00 6.62 9.49
Change
Delete
Edit
Close

3. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog; selected item removed.
4. STOP!
5. Right-click entry to be updated.



6. Click **Change** icon; **Change Item** screen displays:



7. As appropriate, change the following General tab information:

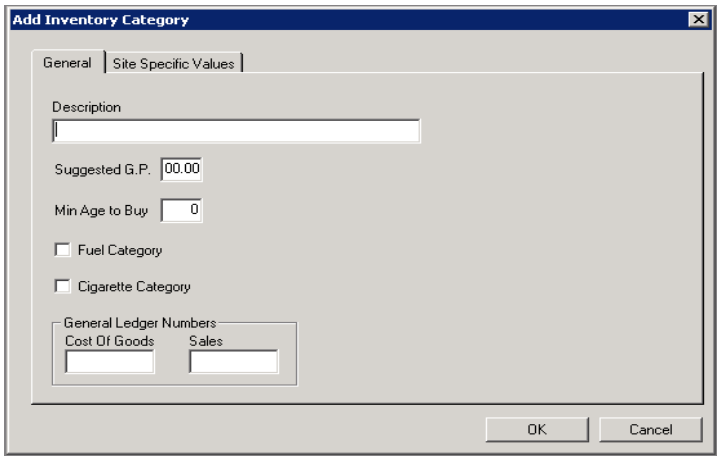
   Stock #: Unique number or code identifying item. *Note: To have system assign next available sequence number, click* ***Get****.*

   Description: Unique name or brief narrative identifying entry.

   Category: Unique name or brief narrative identifying category.

8. To add inventory categories to those displayed, go to Step 9; else, go to Step 16.

9. Click **Add** at right of Category window. **Add Inventory Category** screen displays:



10. Type the following **required** General tab information:

    Description: Unique name or brief narrative identifying entry.

11. To add **optional** General tab information, go to Step 12; else, go to Step 13.

12. As appropriate, type or select the following:

    Suggested G.P.: Category gross profit percent (e.g., '15').

    Min Age to Buy: Category minimum purchase age (e.g., '18', '21').

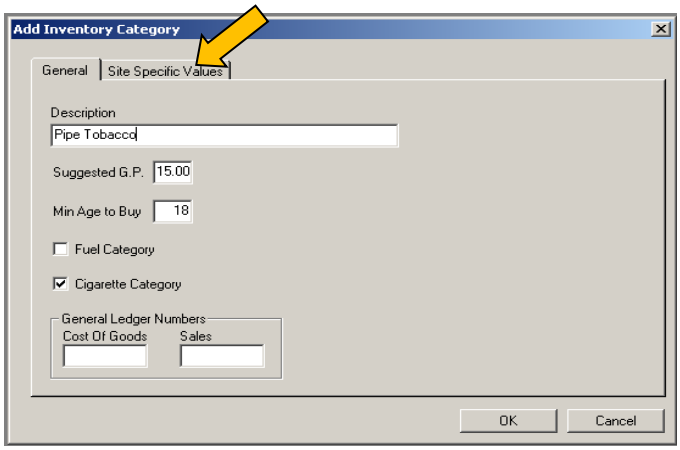
    Fuel Category: Category comprises fuel products.

    Cigarette Category: Category comprises tobacco product.

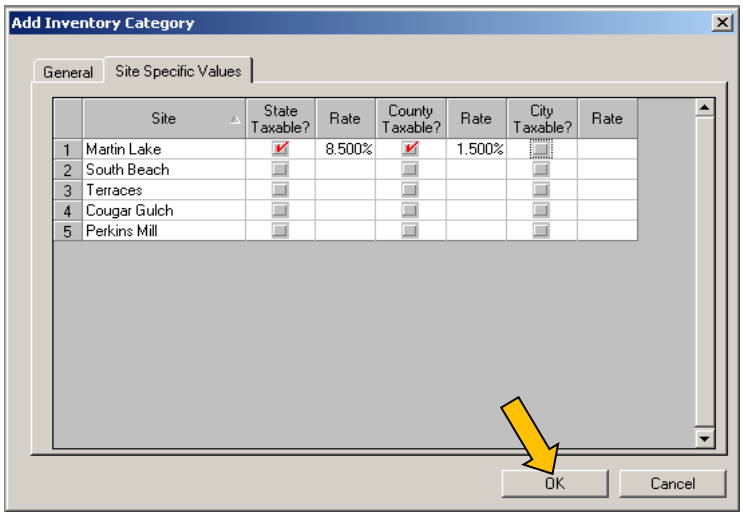
    Cost Of Goods: General Ledger number for category Cost of Goods.

    Sales: General Ledger number for category sales.

13. If category either site specific or applicable to multiple sites with varying tax rates, click Site Specific Values tab and go to Step 14; else go to Step 16.



NOTE: You must set up additional site locations per instructions in Chapter 2, *Managing Site Information*, before you can specify site-specific values.



14. As appropriate, select and/or type the following for each listed site:

    State Taxable?: Category subject to state tax.

    Rate: Percent of sale at which category taxed by state; required if **State Taxable**? selected.

    County Taxable?: Category subject to county tax.

    Rate: Percent of sale at which category taxed by county.

    City Taxable?: Category items subject to city tax.

    Rate: Percent of sale at which category items taxed by city.

15. Click **OK** at screen bottom to add information.

16. To update **optional** General tab information, go to Step17; else, go to Step 27.

17. As appropriate, change the following:

    UPC Code: Unique **U**niversal **P**roduct **C**ode identifying item.

    Use Category Tax Values: Use default tax values specified for item category.

    Requires Permit?: Item requires customer permit on file to purchase.

    Is this item a Gift Card?: Item is gift card.

    Receive in Cases: Item received in case lots.

    QTY/Case: Item quantity per case; **REQUIRED** if **Receive in Cases** selected.

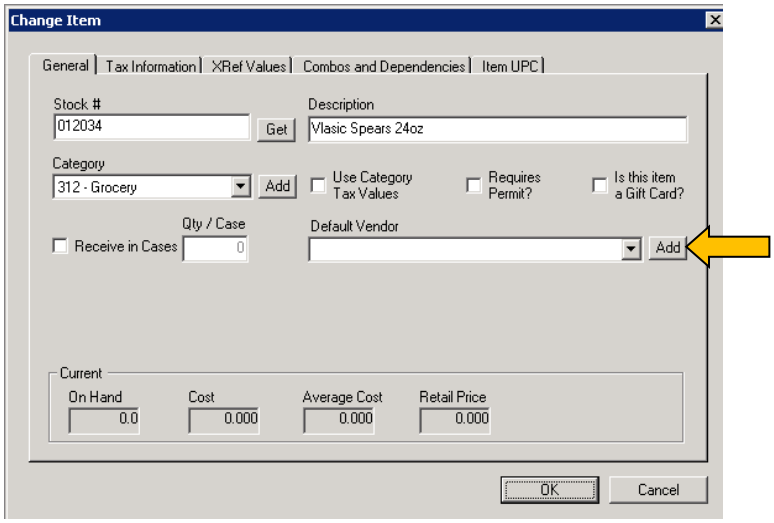
    On Hand: Item quantity on hand, per specified unit of measure (case or unit).

    Cost: Item vendor price, per specified unit of measure.

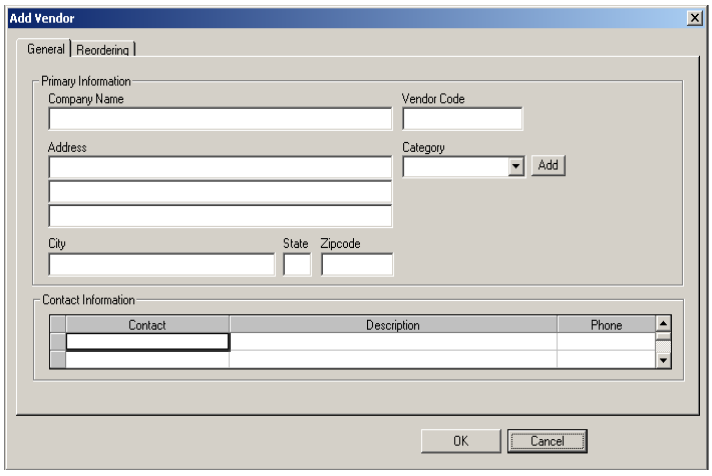
Retail Price: Item retail price per specified unit of measure (case or unit).

Default Vendor: Name of primary vendor supplying category items.

18. To add vendor names to those displayed, go to Step 19; else, go to Step 27.



19. Click **Add** at right of **Default Vendor** window; **Add Vendor** screen displays:



20. As appropriate, type or select the following **required** General tab information:

Company Name: Business name or individual last name and first name.

City: Address city name.

State: Address two character state code (e.g., 'AZ').

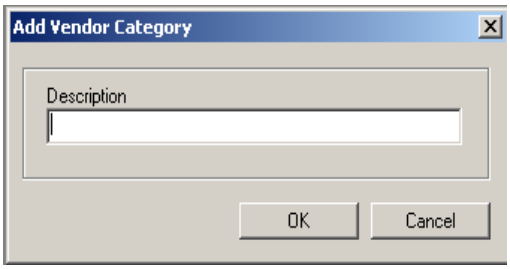
Zipcode: Address five-digit postal code.

Vendor Code: Unique code identifying vendor.

Category: Unique name or brief narrative identifying category.

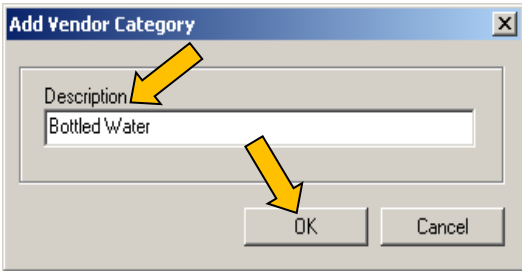
21. To add vendor category to those displayed, go to Step 22; else, go to Step 25.

22. Click **Add** at right of **Category** window; **Add Vendor Category** screen displays:



23. Type the following:

    Description: Unique name or brief narrative identifying entry.



24. Click **OK** at screen bottom.

25. To add optional vendor information, go to Step 26; else, go to Step 27.

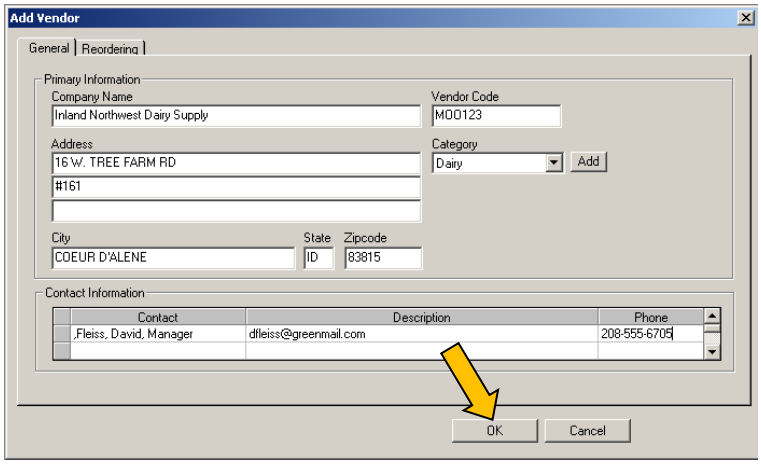
26. As appropriate, type the following:

    Address: Street number and name, and unit number, if applicable (e.g., 1011 Helderberg Ave #103').

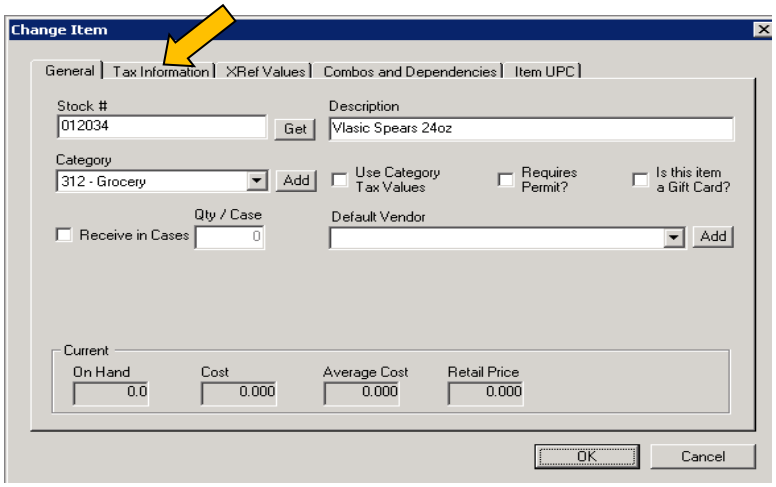
    Contact: Contact last and first name and/or title (e.g., "Jones, Stephanie, Supervisor', 'Owner', etc.).

    Description: Contact email address and/or site location (e.g., 'Building 101A').

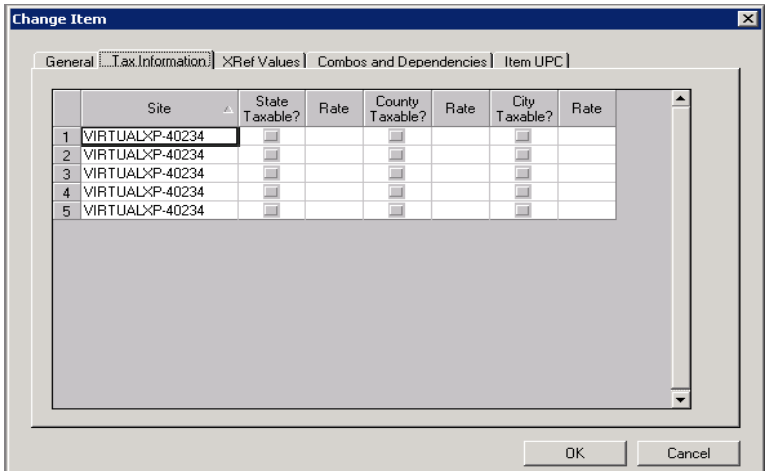
    Phone: Contact area code and telephone number (e.g., '310-555-3434').



27. Click **OK** to at screen bottom to add information; **Change Item** screen redisplays.



28. To change item tax information, click Tax Information tab at screen top and go to Step 29; else, go to Step 30.



29. As appropriate, update following for each listed site:

    State Taxable?: Category items subject to state tax.

Rate: Percent of sale at which category items taxed by state; required if **State Taxable**? selected.

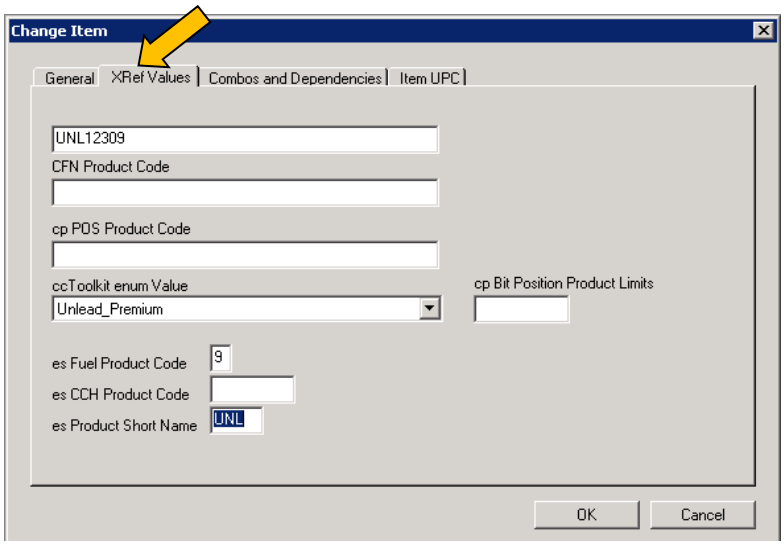
County Taxable?: Category items subject to county tax.

Rate: Percent of sale at which category items taxed by county.

City Taxable?: Category items subject to city tax.

Rate: Percent of sale at which category items taxed by city.

30. To change item cross reference information, click XRef Values tab at screen top and go to Step 31; else, go to Step 32.



31. As appropriate, update the following information:

Fuel Link Product Code: Unique code identifying local item externally mapped to corresponding item in Fuel Link cross reference table.

CFN Product Code: Unique code identifying local item externally mapped to corresponding item in Commercial Fueling Network cross-reference table.

cp POS Product Code: Unique code identifying local item externally mapped to corresponding item in 3rd-party POS (e.g., Passport, Radiant, etc.) cross-reference table; *required for CP720 locations only*.

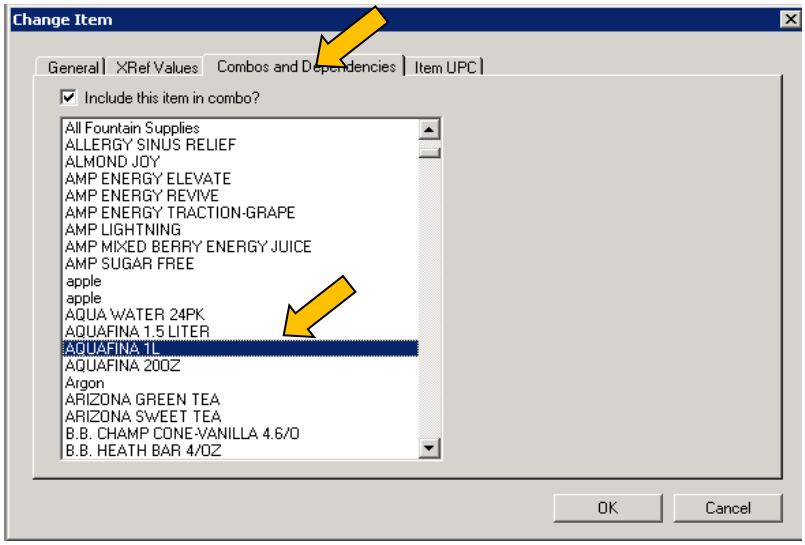
ccToolkit enum Value: Unique descriptor identifying product category or specific processor to which item sales restricted.

es Fuel Product Code: Numeric code (1-9) identifying fuel item grade or type at eSite dispenser.

es CCH Product Code: Unique five-character code identifying fuel item for credit host processing at eSite dispenser.

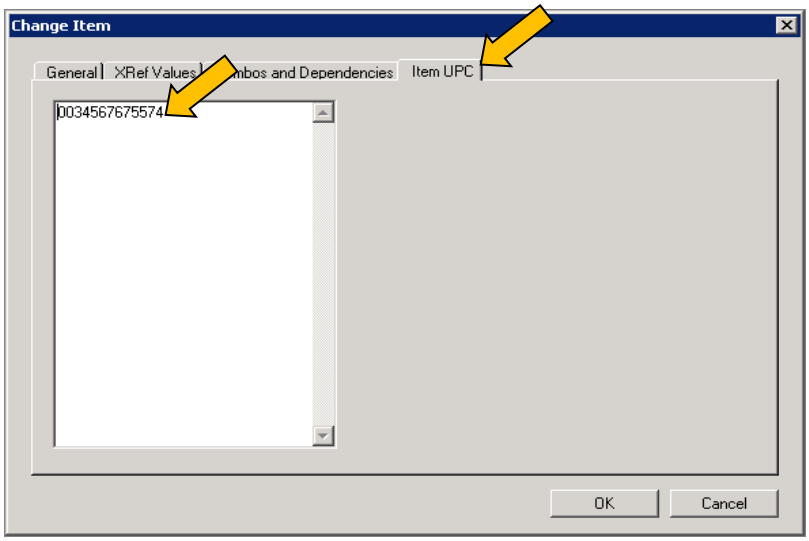
es Product Short Name: Three-character code identifying fuel item grade or type at eSite dispenser (e.g., unleaded = 'UNL', etc.)

32. To update item combination and dependency information, click Combos and Dependencies tab at screen top and go to Step 33; else, go to Step 34.



33. As appropriate, click item(s) to update combo information.

34. To change item UPC information, click Item UPC tab and go to Step 35; else, go to Step 36.



35. As appropriate, add, change or delete item UPC code(s), as follows:

- To add, type new code at topmost line in window;
- To change, overtype existing code with new code;
- To delete, backspace code until line blank.

36. Click **OK** at screen bottom.

Chapter

5

Managing Inventory Pricing Information

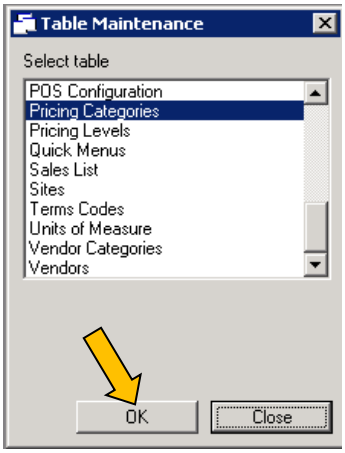
DataManager requires that you establish and maintain pricing structures for the items and item categories you sell. You can subsequently add to, change and delete the information you provide. This information is used to determine customer billing and inventory accounting methods, and provide data for export and reporting purposes.

Adding Pricing Categories

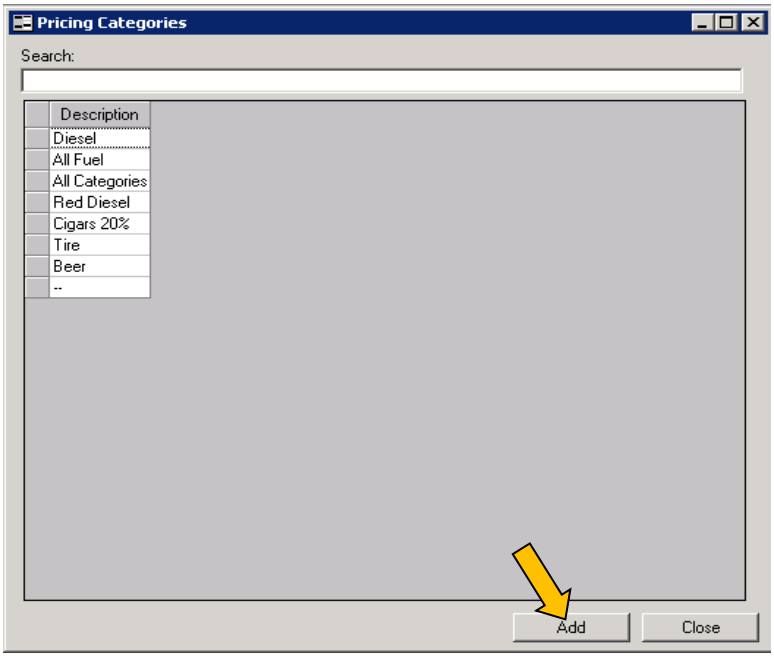
Pricing categories are special groupings of inventory items that are given a single price level for customer billing purposes. You create a pricing category by selecting from among inventory categories and items you have previously entered (see Chapter 4, *Managing Inventory Information*, above).

You input new pricing categories using the **Pricing Category Maintenance** screen. You can navigate to this screen from the Main display as follows:

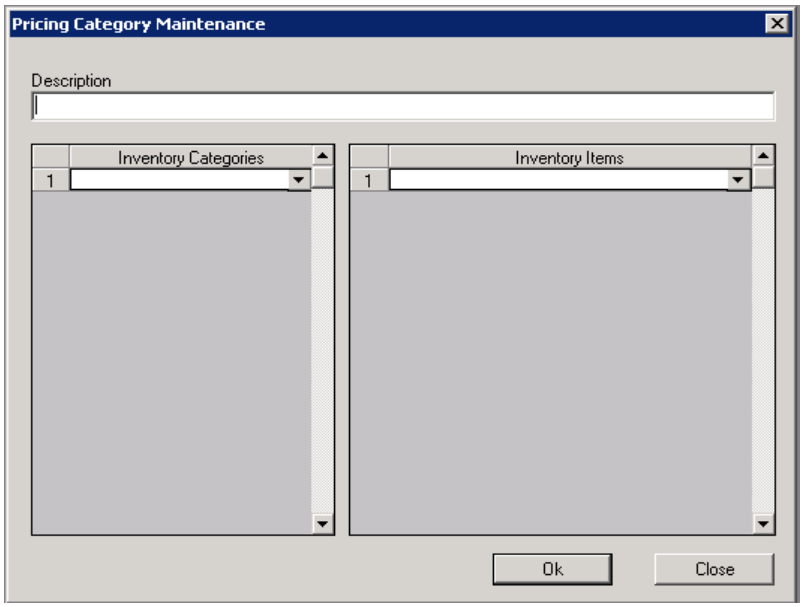
- Click toolbar Table Maintenance icon; click **Pricing Categories** on menu, and then click **OK** at screen bottom.



- **Pricing Categories** screen displays:



- Click **Add** at screen bottom; **Pricing Category Maintenance** screen displays:



1. Type the following for category:

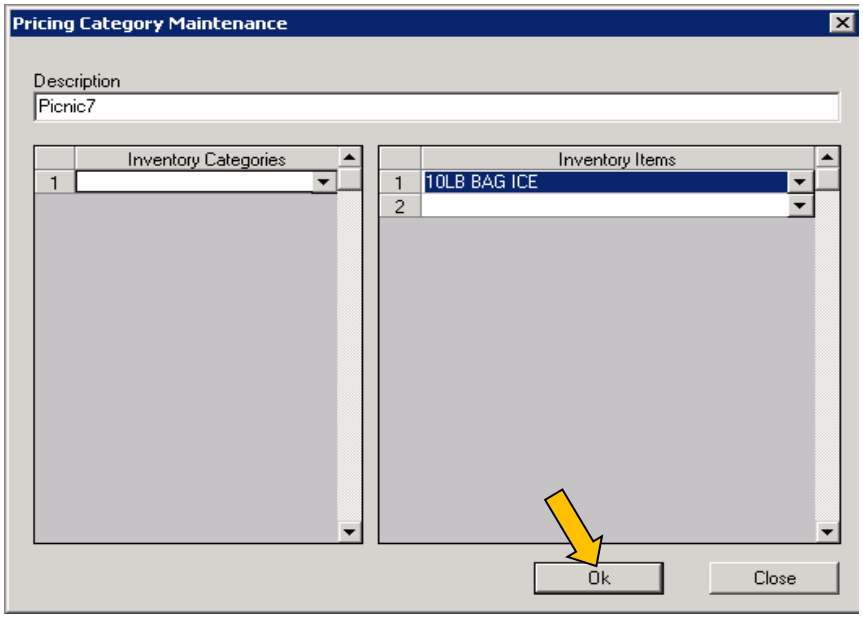
   Description: Unique name or brief narrative identifying entry.

2. Select ***one*** of the following from *either* drop-down list:

   Inventory Categories: Unique name or brief narrative identifying inventory category.

Inventory Items: Unique name or brief narrative identifying inventory item.

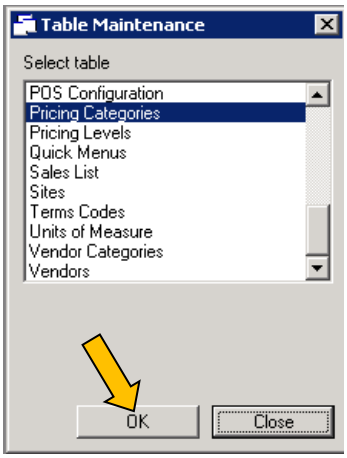
3. Click **OK** at screen bottom.



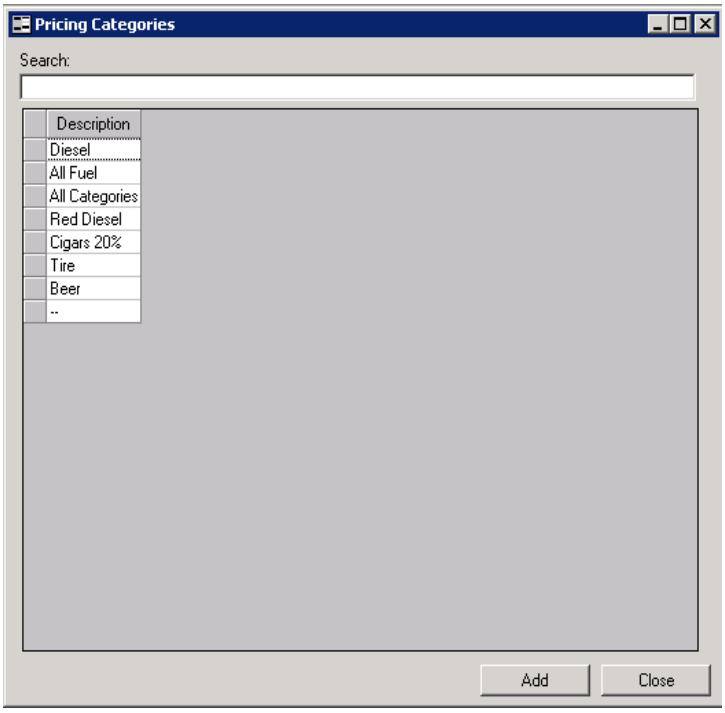
Updating Pricing Categories

After adding pricing categories, you can add to, change or remove the information you provided by first selecting a specific entry on the **Pricing Categories** screen. You can navigate to this screen from the Main display as follows:

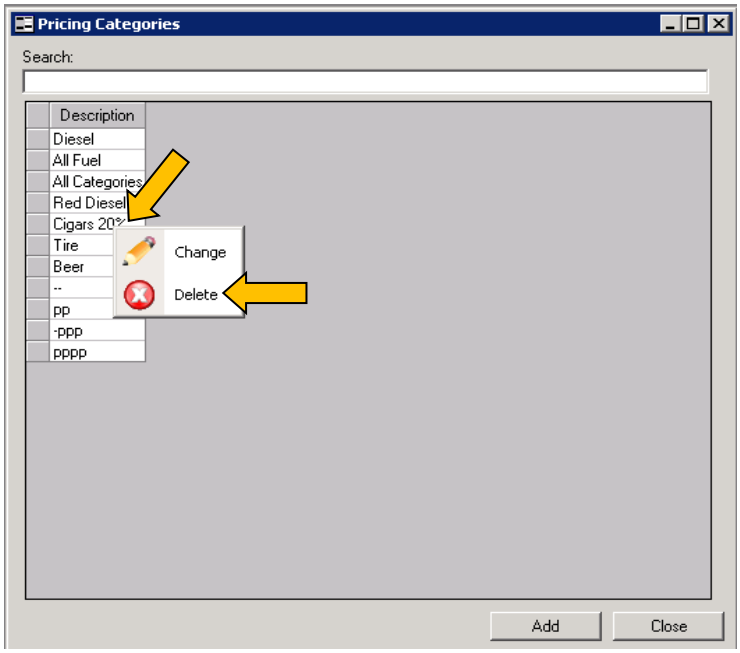
- Click toolbar Table Maintenance icon; click **Pricing Categories** on menu, and then click **OK** at screen bottom.



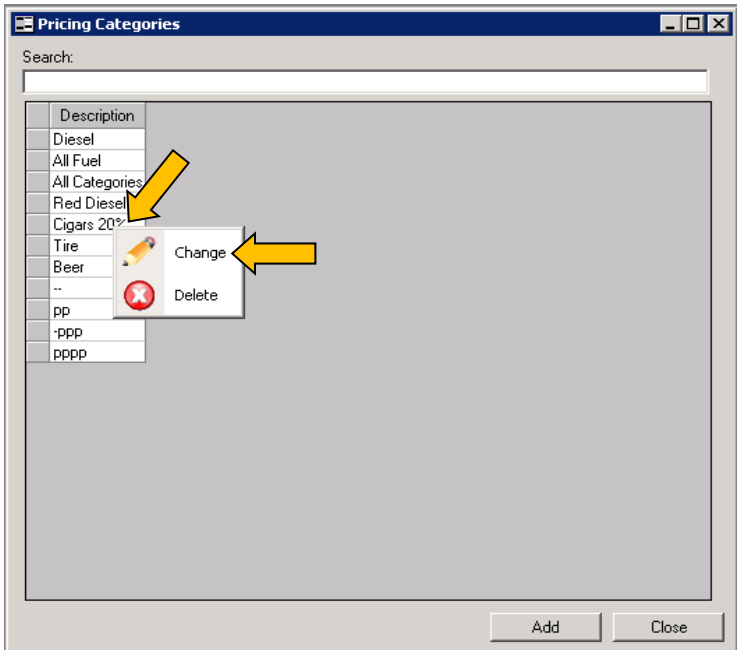
- **Pricing Categories** screen displays:



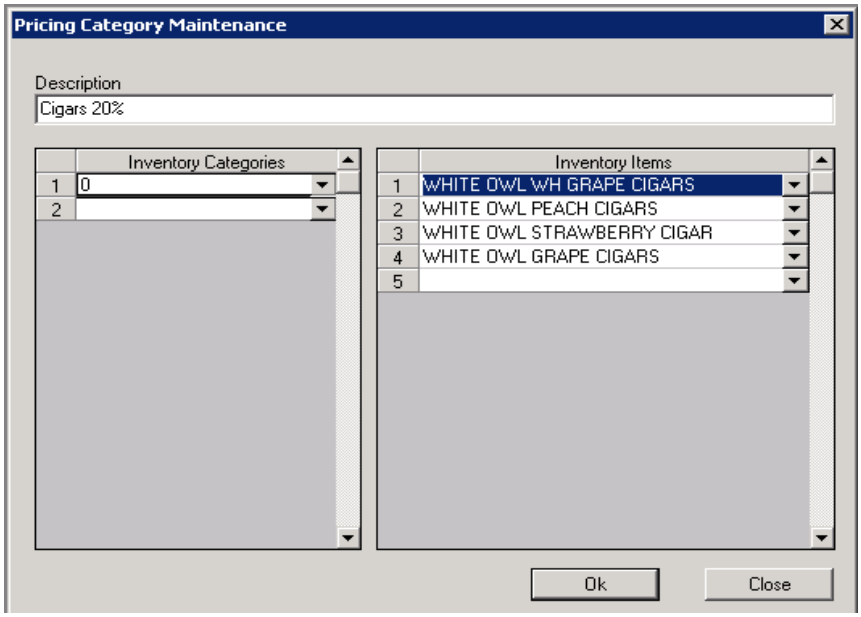
1. Do one of the following:
   - To completely remove (delete) entry, go to Step 2; *or*
   - To update information for an entry, go to Step 5.
2. Right-click entry to be removed.



3. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog; selected item removed.
4. STOP!
5. Right-click entry to be updated.



6. Click **Change** icon; **Pricing Category Maintenance** screen displays.



7. As appropriate, change the following for pricing category:

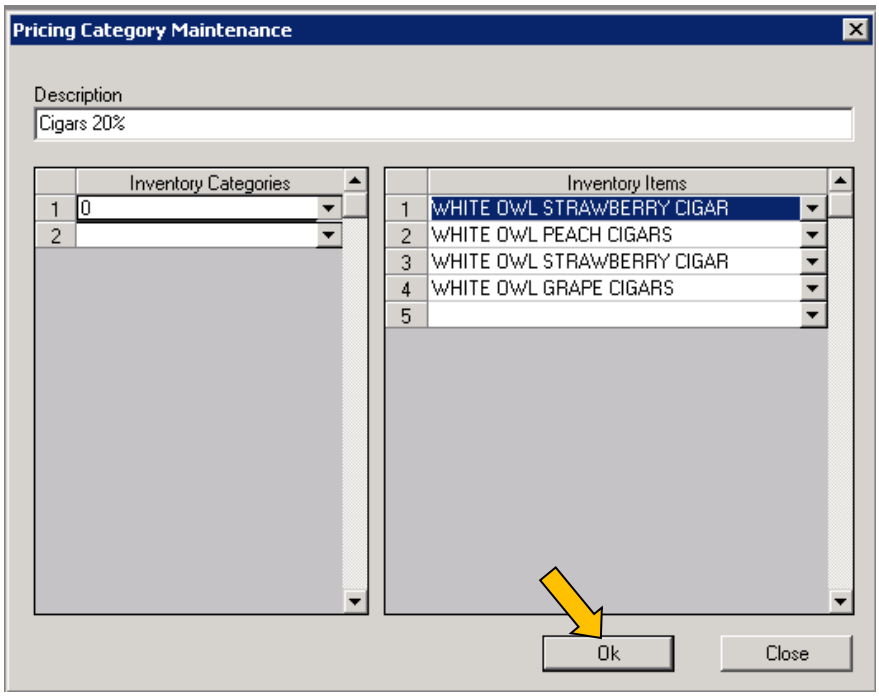
   Description: Unique name or brief narrative identifying entry.

8. As appropriate, change the following selection:

   Inventory Categories: Unique name or brief narrative identifying inventory category.

   Inventory Items: Unique name or brief narrative identifying inventory item.

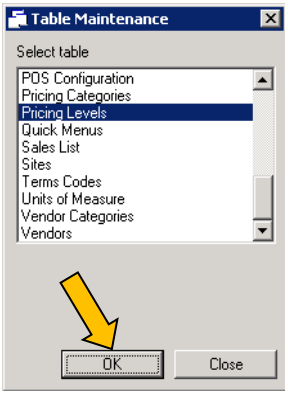
9. Click **OK** at screen bottom.



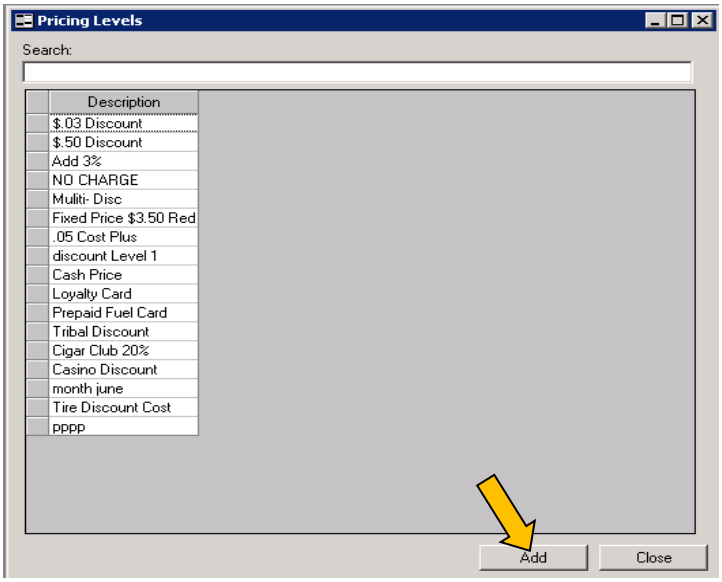
Adding Pricing Levels

Pricing levels are used along with pricing categories to create customer discounts based either on formula, purchase quantity or set purchase cost or price. You input new pricing levels using the **Pricing Level Maintenance** screen. You can navigate to this screen from the Main display as follows:

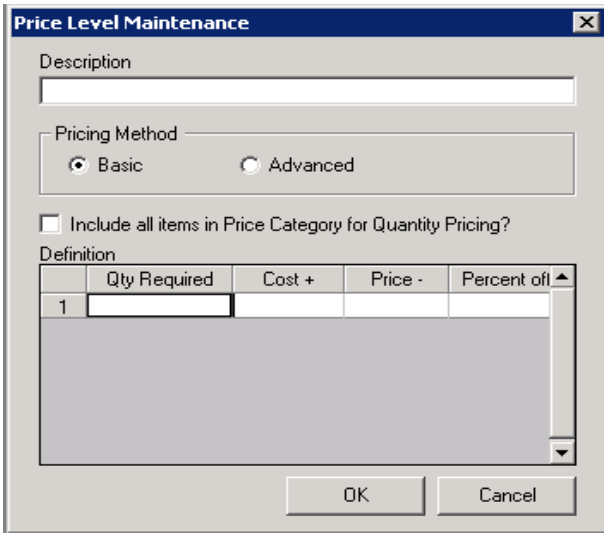
- Click toolbar Table Maintenance icon; click **Pricing Levels** on menu, and then click **OK** at screen bottom.



- **Pricing Levels** screen displays:



- Click **Add** at screen bottom; **Pricing Level Maintenance** screen displays:



1. Type the following *required* information for level

   Description: Unique name or brief narrative identifying entry.

2. As appropriate, select the following *required* information (**Basic** recommended):

   Basic: Base pricing level on simple cost or quantity calculation.

   Advanced: Base pricing level on formula or algebraic structure.

3. Do one of the following:

   - If **Basic** pricing method selected (above), go to Step 4; or
   - If **Advanced** pricing method selected (above), go to Step 6.

4. As appropriate, type or select the following:

   Include all items in Price Category for Quantity Pricing?: Apply pricing level to any item in price category.

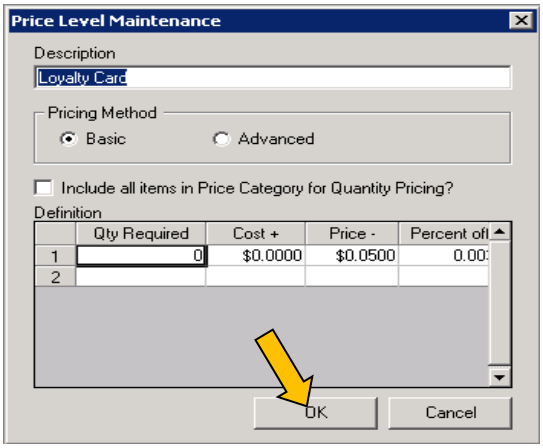
   Qty Required: Minimum number of price category items required for pricing level.

   Cost +: Cost above inventory cost for items in this pricing level.

   Price -: Price below retail for items in this pricing level.

   Percent Off: Percent off retail for items in this pricing level.

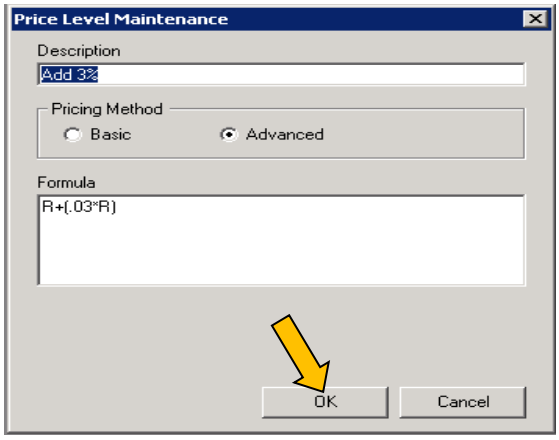
5. Click **OK** at screen bottom.



6. Type the following:

   Formula: Calculation or algebraic structure used for pricing level.

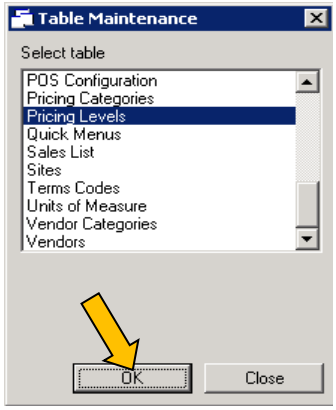
7. Click **OK** at screen bottom.



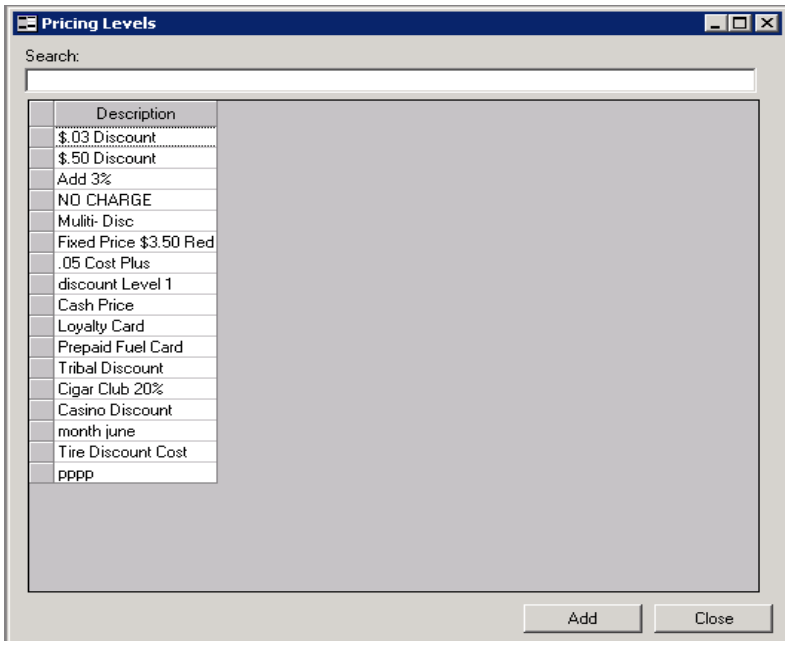
Updating Pricing Levels

After adding pricing levels, you can add to, change or remove the information you provided by first selecting a specific entry on the **Pricing Levels** screen. You can navigate to this screen from the Main display as follows:

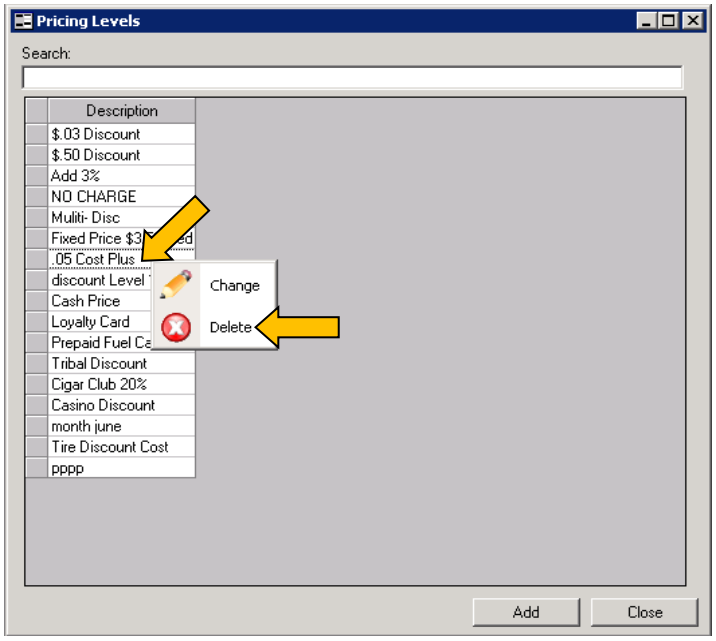
- Click toolbar Table Maintenance icon; click **Pricing Levels** on menu, and then click **OK** at screen bottom.



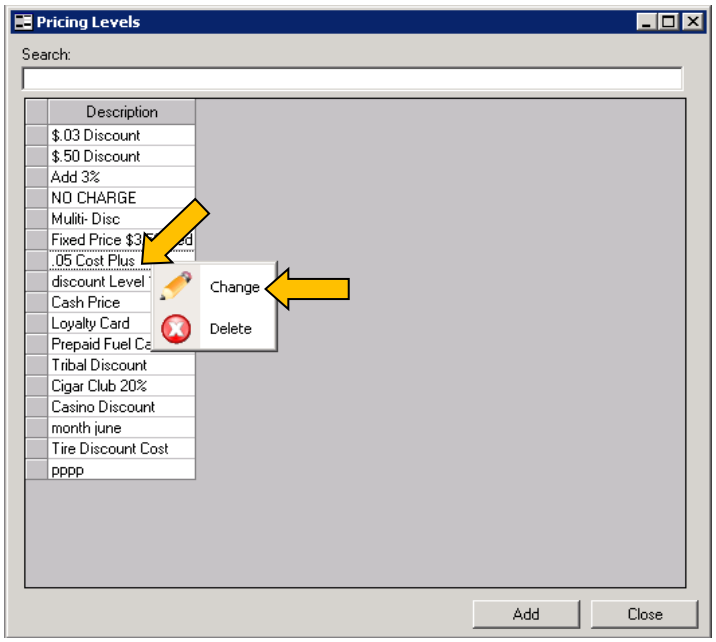
- **Pricing Levels** screen displays:



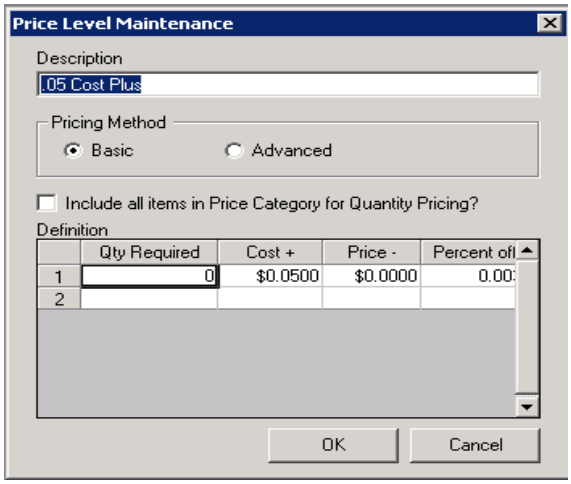
1. Do one of the following:
   - To completely remove (delete) entry, go to Step 2; *or*
   - To update information for an entry, go to Step 5.
2. Right-click entry to be removed.



3. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog; selected item removed.
4. STOP!
5. Right-click entry to be updated.



6. Click **Change** icon; **Price Level Maintenance** screen displays
7. Do one of the following:
   - If **Basic** pricing method selected, go to Step 8; or
   - If **Advanced** pricing method selected, go to Step 11.



8. As appropriate, change the following for level:

   Description: Unique name or brief narrative identifying entry.

9. As appropriate, change, add or remove the following:

   Basic: Base pricing level on simple cost or quantity calculation.

   Advanced: Base pricing level on formula or algebraic structure.

   Include all items in Price Category for Quantity Pricing?: Apply pricing level to any item in price category.

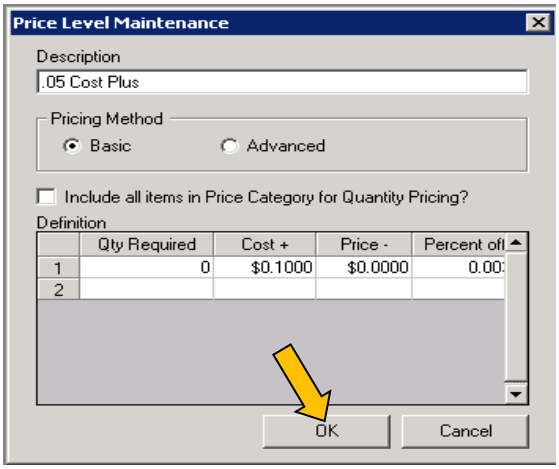
Qty Required: Minimum number of price category items required for pricing level.

Cost +: Cost above inventory cost for items in this pricing level.

Price -: Price below retail for items in this pricing level.

Percent Off: Percent off retail for items in this pricing level.

10. Click **OK** at screen bottom to update information.



11. As appropriate, change the following for level:

Description: Unique name or brief narrative identifying entry.

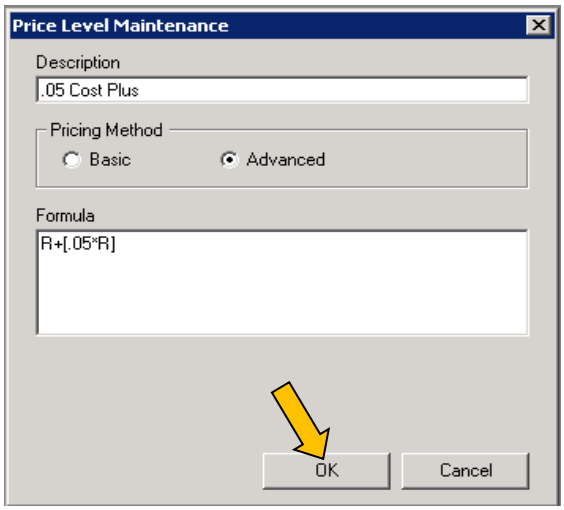
12. As appropriate, change, add or remove the following:

Basic: Base pricing level on simple cost or quantity calculation.

Advanced: Base pricing level on formula or algebraic structure.

Formula: Calculation or algebraic structure used for pricing.

13. Click **OK** at screen bottom to update information.



Chapter

6

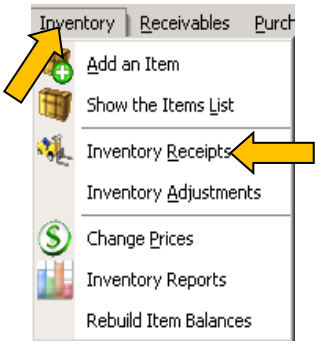
Managing Inventory Receipt Information

DataManager allows you to perform a variety of inventory receipt functions, including receiving floor stock into inventory, generating and printing receipts, determining inventory reorder limits and identifying top-selling items. You can subsequently add to, change and delete the information you provide. This information is used to determine vendor payments and inventory reordering methods, and provide data for export and reporting purposes.

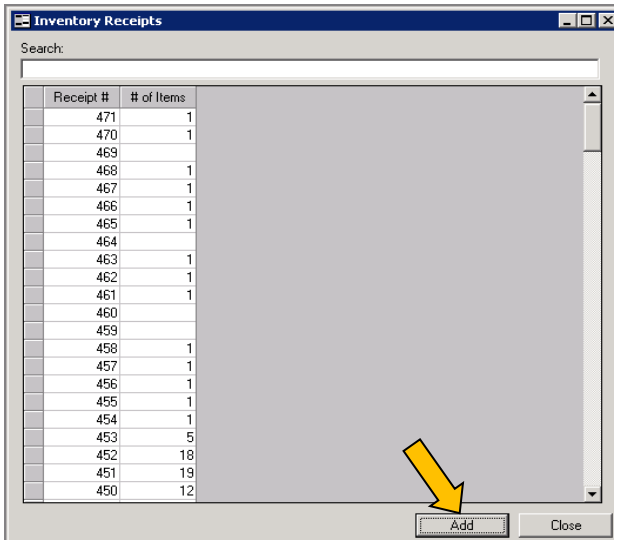
Adding Inventory Receipts

You input new inventory receipts using the **Inventory Receipts** screen. You can navigate to this screen from the Main display two ways:

- Click toolbar Inventory tab, and then click **Inventory Receipts** on menu.



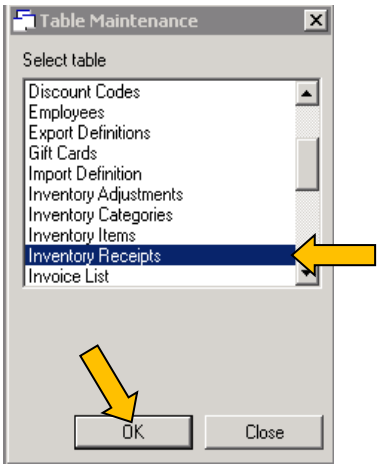
- First **Inventory Receipts** screen displays:



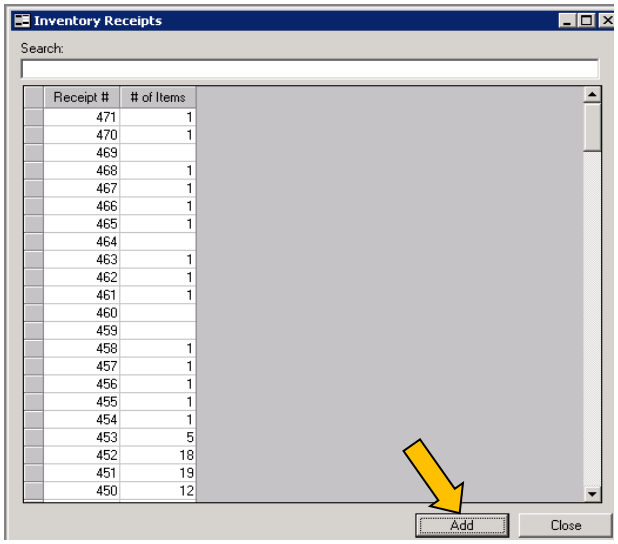
- Click **Add** at screen bottom.

OR

- Click toolbar Table Maintenance icon; click **Inventory Receipts** on menu, and then click **OK** at screen bottom.



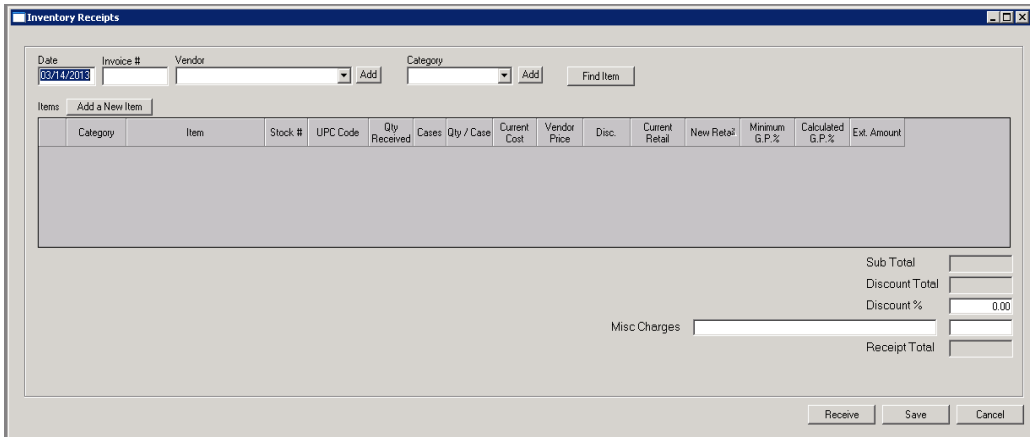
- First **Inventory Receipts** screen displays:



- Click **Add** at screen bottom.

Then:

- Second **Inventory Receipts** screen displays:



1. As appropriate, review or overtype:

   Date: Receipt date, in MM/DD/YYYY format.

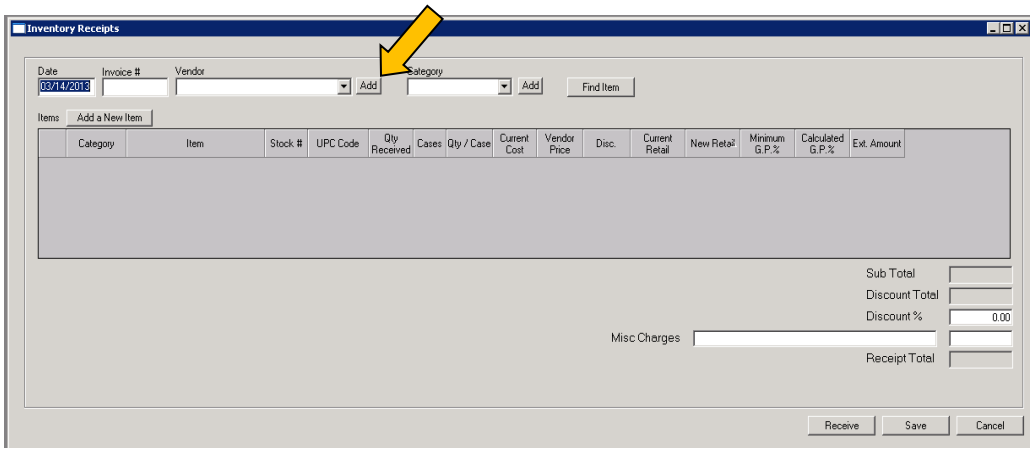
2. Type:

   Invoice #: Unique number identifying invoice.

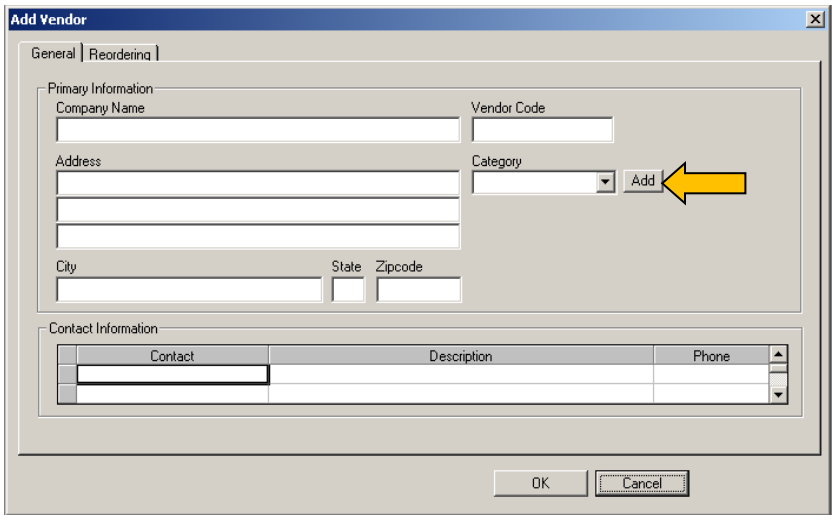
3. Do one of the following:

   - To record inventory receipt for specific vendor, go to Step 4; *or*
   - To record inventory receipt for specific inventory category, go to Step 16; *or*
   - To record inventory receipt for specific item, go to Step 26.

4. Do one of the following:
   - To display inventory items for new vendor, go to Step 5; *or*
   - To display inventory items for existing vendor, go to Step 14.



5. Click **Add** at right of **Vendor** window; **Add Vendor** screen displays:



6. As appropriate, type or select:

   Company Name: Business name or individual last name and first name.

   City: Address city name.

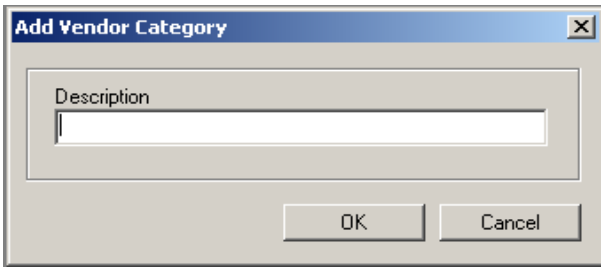
   State: Address two character state code (e.g., 'AZ').

   Zipcode: Address five-digit postal code.

   Vendor Code: Unique code identifying vendor.

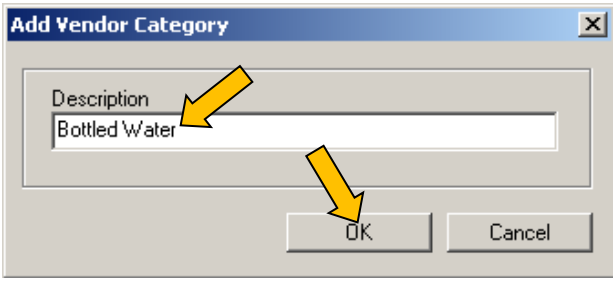
   Category: Unique name or brief narrative identifying category.

7. To add vendor category to those displayed, go to Step 8; else, go to Step 13.
8. Click **Add** at right of **Category** window; **Add Vendor Category** screen displays:



9. Type the following:

   Description: Unique name or brief narrative identifying entry.



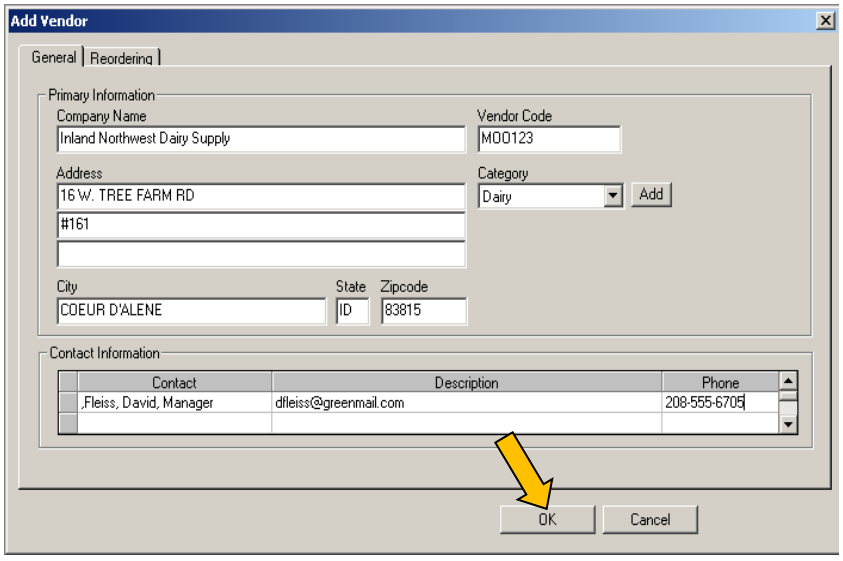
10. When finished, click **OK**.
11. To add vendor contact information, go to Step 12; else, go to Step 14.
12. Type:

    Address: Street number and name, and unit number,

    Contact: Last and first name and/or title (e.g., "Jones, Stephanie, Supervisor', 'Owner', etc.).

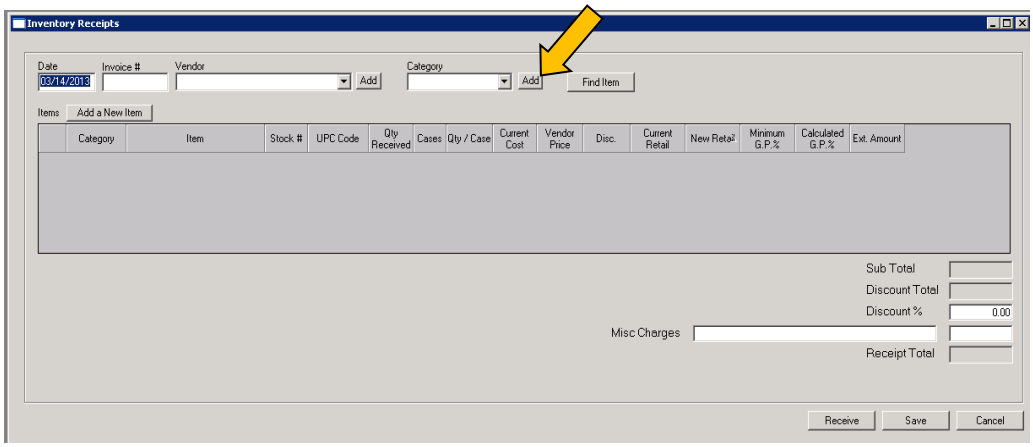
    Description: Email address and/or site location (e.g., 'Building 101A').

    Phone: Area code and telephone number (e.g., '310-555-3434').

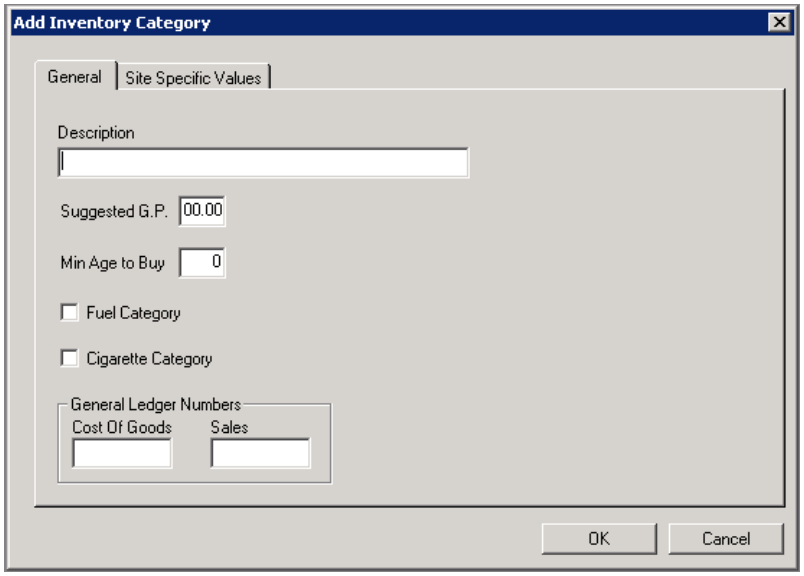


13. When finished, click **OK**.
14. Select the following:

    Vendor: Unique name identifying vendor.
15. Go to Step 58.
16. Do one of the following:
    - To display inventory items for new category, go to Step 17; *or*
    - To display inventory items for existing category, go to Step 24.



17. Click **Add** at right of **Category** window; **Add Inventory Category** screen displays:



18. Type the following **required** General tab information:

    Description: Unique name or brief narrative identifying entry.
19. To add **optional** General tab information, go to Step 20; else, go to Step 21.
20. As appropriate, type or select:

Suggested G.P.: Category gross profit percent (e.g., ‘15’).

Min Age to Buy: Category minimum purchase age (e.g., ‘18’, ‘21’).

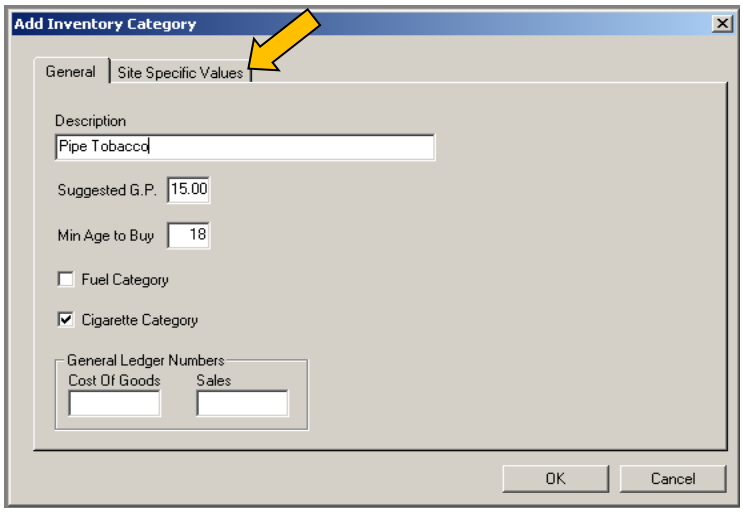
Fuel Category: Category comprises fuel products.

Cigarette Category: Category comprises tobacco product.

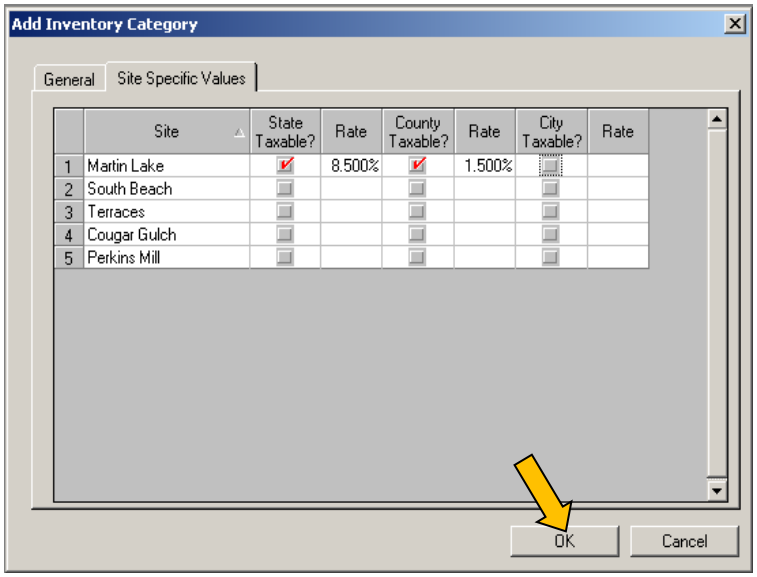
Cost Of Goods: General Ledger number for category Cost of Goods.

Sales: General Ledger number for category sales.

21. If category either site specific or applicable to multiple sites with varying tax rates, click Site Specific Values tab and go to Step 22; else, go to Step 23.



NOTE: You must set up additional site locations per instructions in Chapter 2, *Managing Site Information*, before you can specify site-specific values.



22. As applicable for each listed site, select and type:

State Taxable?: Category subject to state tax.

Rate: Percent of sale at which category taxed by state; required if **State Taxable?** selected.

County Taxable?: Category subject to county tax.

Rate: Percent of sale at which category taxed by county.

City Taxable?: Category items subject to city tax.

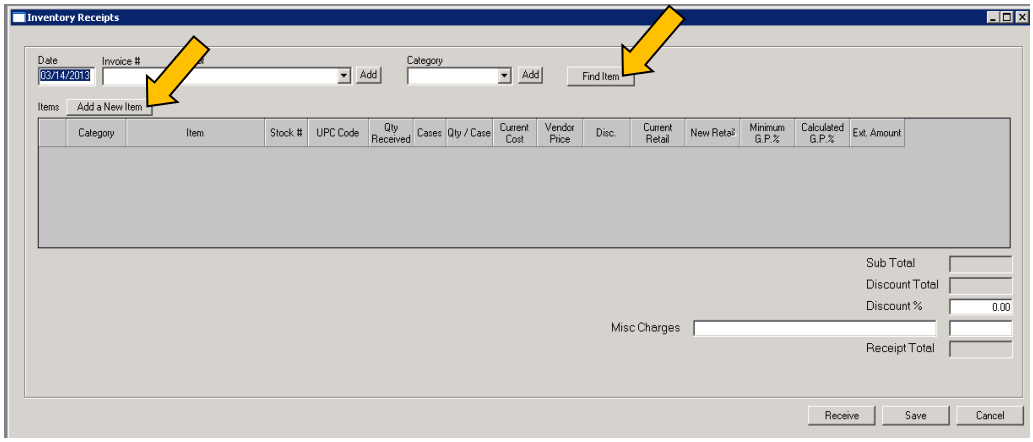
Rate: Percent of sale at which category items taxed by city.

23. When finished, click **OK**.
24. Select the following:

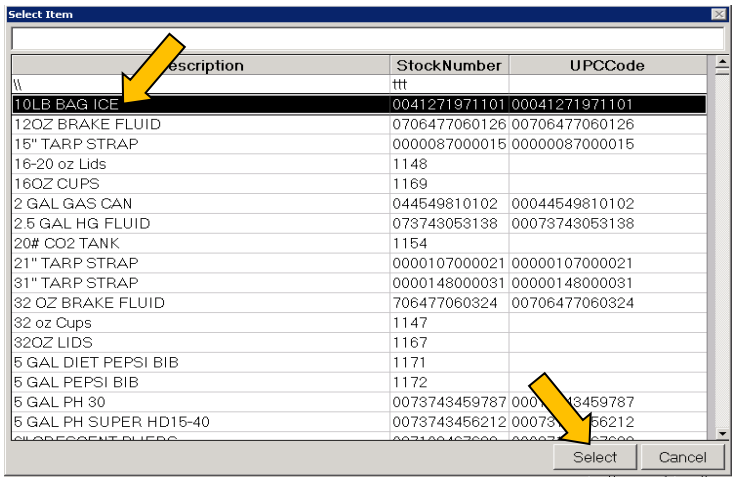
    Category: Unique name identifying category.

25. Go to Step 58.
26. Do one of the following:

    - To display existing inventory item information, go to Step 27; *or*
    - To display new inventory item information, go to Step 30.



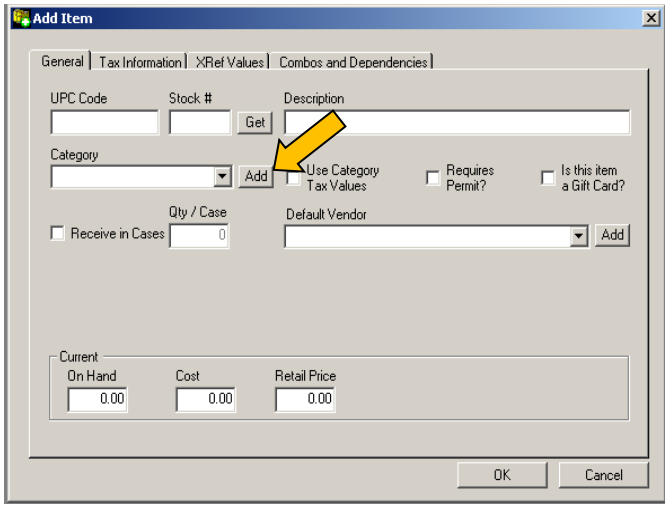
27. Click **Find Item**; **Select Item** screen displays:



28. Click item, and then click **Select**; **Inventory Receipts** screen redisplays.

29. Go to Step 58.

30. Click **Add a New Item**; **Add Item** screen displays:



31. As appropriate, type or select the following **required** General tab information:

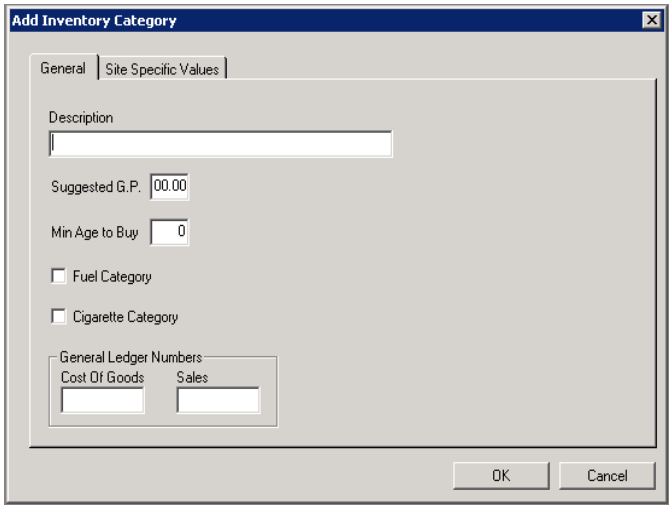
    Stock #: Unique number or code identifying item. *Note: To have system assign next available sequence number, click* ***Get***.

    Description: Unique name or brief narrative identifying entry.

    Category: Unique name or brief narrative identifying category.

32. To add inventory categories to those displayed, go to Step 33; else, go to Step 40.

33. Click **Add** at right of **Category** window; **Add Inventory Category** screen displays:



34. Type the following **required** General tab information:

    Description: Unique name or brief narrative identifying entry.

35. To add **optional** General tab information, go to Step 36; else, go to Step 37.

36. As appropriate, type or select the following:

    Suggested G.P.: Category gross profit percent (e.g., '15').

    Min Age to Buy: Category minimum purchase age (e.g., '18', '21').

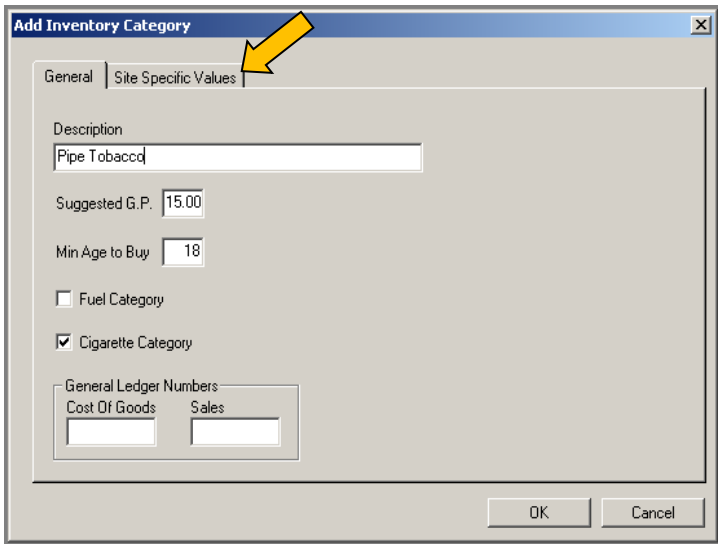
    Fuel Category: Category comprises fuel products.

    Cigarette Category: Category comprises tobacco product.

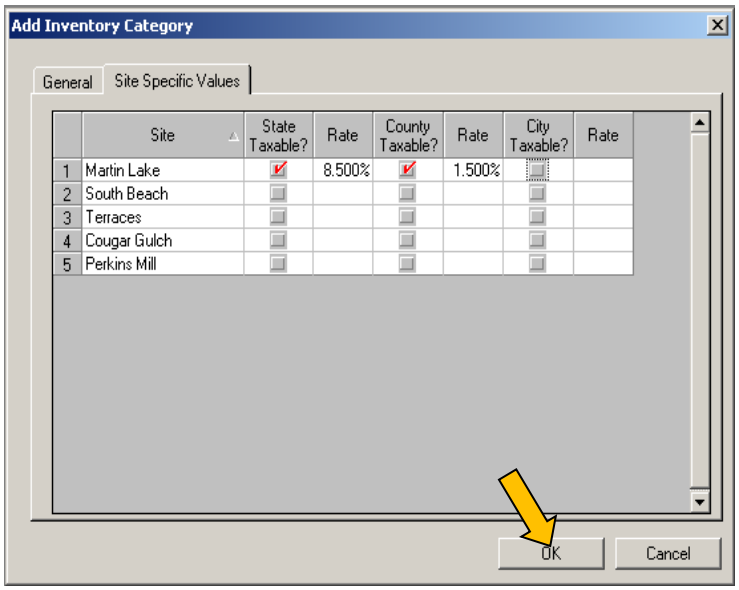
    Cost Of Goods: General Ledger number for category Cost of Goods.

    Sales: General Ledger number for category sales.

37. If category either site specific or applicable to multiple sites with varying tax rates, click Site Specific Values tab and go to Step 38; else click **OK** and go to Step 40.



NOTE: You must set up additional site locations per instructions in Chapter 2, *Managing Site Information*, before you can specify site-specific values.



38. As appropriate for each listed site, select and type:

    State Taxable?: Category subject to state tax.

    Rate: Percent of sale at which category taxed by state; required if **State Taxable?** selected.

    County Taxable?: Category subject to county tax.

    Rate: Percent of sale at which category taxed by county.

    City Taxable?: Category items subject to city tax.

    Rate: Percent of sale at which category items taxed by city.

39. When finished, click **OK**.

40. To add **optional** General tab information, go to Step 41; else, go to Step 52.

41. As appropriate, type or select the following **optional** general tab information:

    UPC Code: Unique **U**niversal **P**roduct **C**ode identifying item.

    Use Category Tax Values: Use default tax values specified for item category.

    Requires Permit?: Item requires customer permit on file to purchase.

    Is this item a Gift Card?: Item is gift card.

    Receive in Cases: Item received in case lots.

    QTY/Case: Item quantity per case; **REQUIRED** if **Receive in Cases** selected.

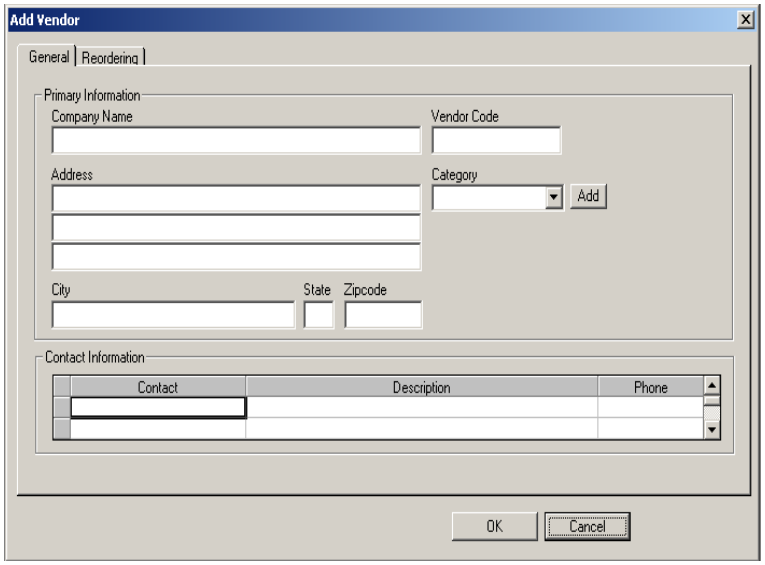
    On Hand: Item quantity on hand, per specified unit of measure (case or unit).

Cost: Item cost per specified unit of measure (case or unit).

Retail Price: Item retail price per specified unit of measure (case or unit).

Default Vendor: Name of primary vendor supplying category items.

42. To add default vendor names to those displayed, go to Step 43; else, go to Step 51.
43. Click **Add** at right of **Default Vendor** window; **Add Vendor** screen displays:



44. As appropriate, type or select the following **required** General tab information:

    Company Name: Business name or individual last name and first name.

    City: Address city name.

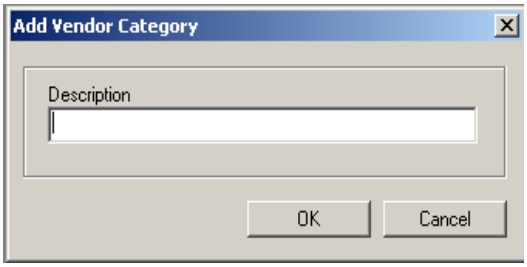
    State: Address two character state code (e.g., 'AZ').

    Zipcode: Address five-digit postal code.

    Vendor Code: Unique code identifying vendor.

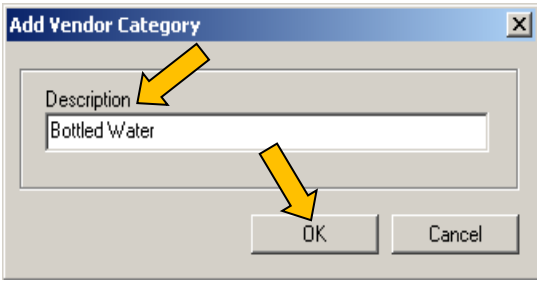
    Category: Unique name or brief narrative identifying category.

45. To add vendor category to those displayed, go to Step 46; else, go to Step 49.
46. Click **Add** at right of **Category** window; **Add Vendor Category** screen displays:



47. Type the following:

    Description: Unique name or brief narrative identifying entry.



48. When finished, click **OK**.

49. To add optional vendor information, go to Step 50; else, go to Step 51.

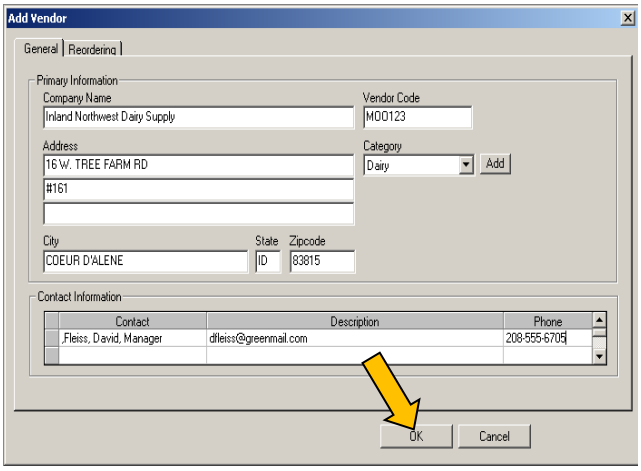
50. As appropriate, type the following:

    Address: Street number and name, and unit number, if applicable (e.g., 1011 Helderberg Ave #103').

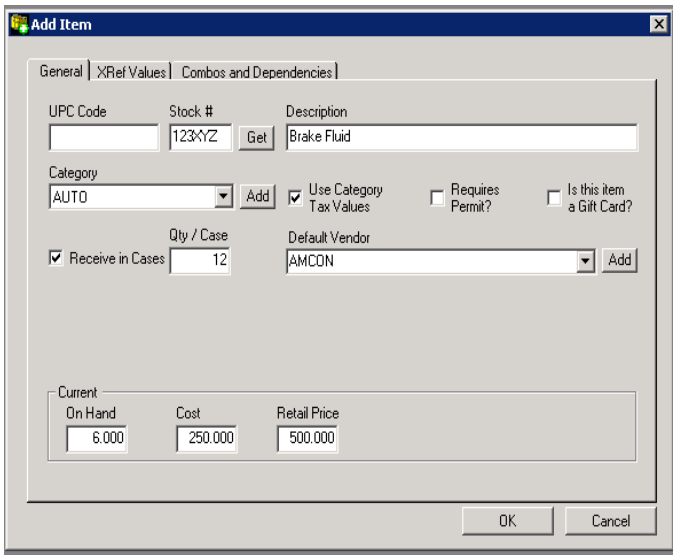
    Contact: Contact last and first name and/or title (e.g., "Jones, Stephanie, Supervisor', 'Owner', etc.).

    Description: Contact email address and/or site location (e.g., 'Building 101A').

    Phone: Contact area code and telephone number (e.g., '310-555-3434').

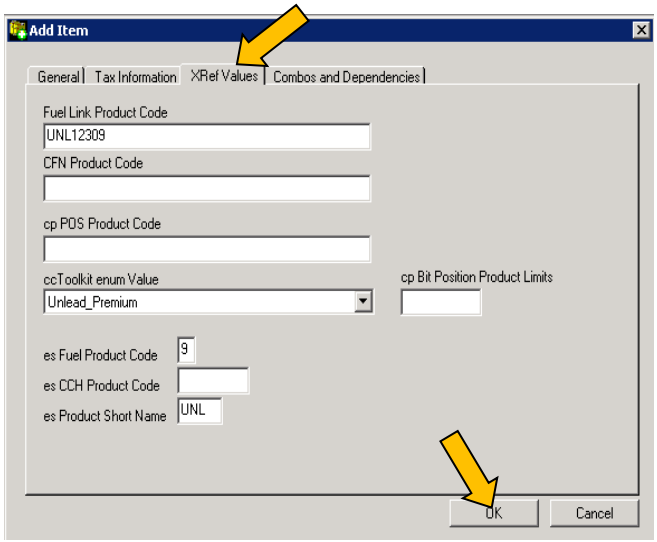


51. When finished, click **OK**; **Add Item** screen redisplays.



52. To input local fuel item external cross-reference table and eSite product code information, go to Step 53; else, go to Step 56.

53. Click XRef UNValues tab; **Add Item XRef Values** screen displays:



Note: Some or all applicable values may have been entered by e3tek Technical Support during product installation.

54. As appropriate, review, type or select:

Fuel Link Product Code: Unique code identifying local item externally mapped to corresponding item in Fuel Link cross reference table.

CFN Product Code: Unique code identifying local item externally mapped to corresponding item in Commercial Fueling Network cross-reference table.

cp POS Product Code: Unique code identifying local item externally mapped to corresponding item in 3rd-party POS (e.g., Passport, Radiant, etc.) cross-reference table; *required for CP720 locations only*.

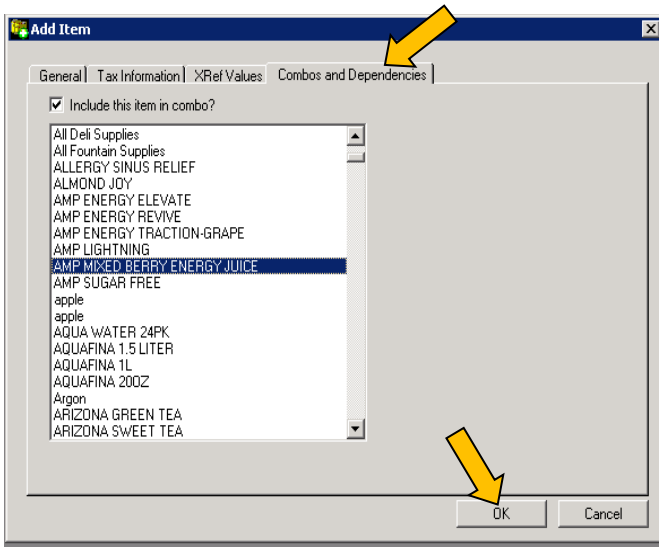
ccToolkit enum Value: Unique descriptor identifying product category or specific processor to which item sales restricted.

es Fuel Product Code: Numeric code (1-9) identifying fuel item grade or type at eSite dispenser.

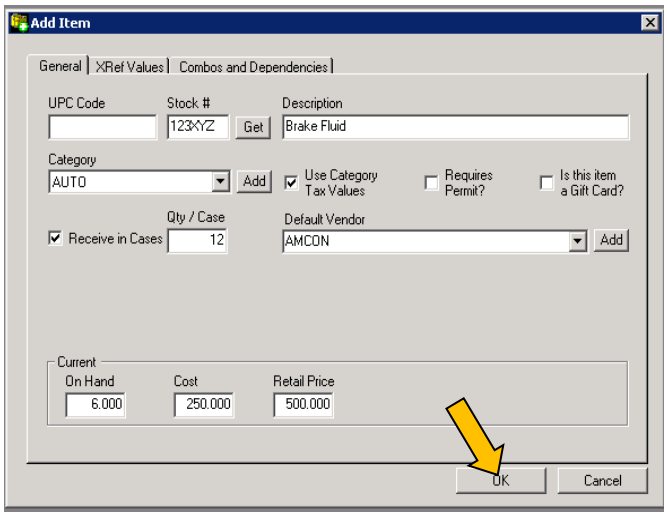
es CCH Product Code: Unique five-character code identifying fuel item for credit host processing at eSite dispenser.

es Product Short Name: Three-character code identifying fuel item grade or type at eSite dispenser (e.g., unleaded = 'UNL', etc.).

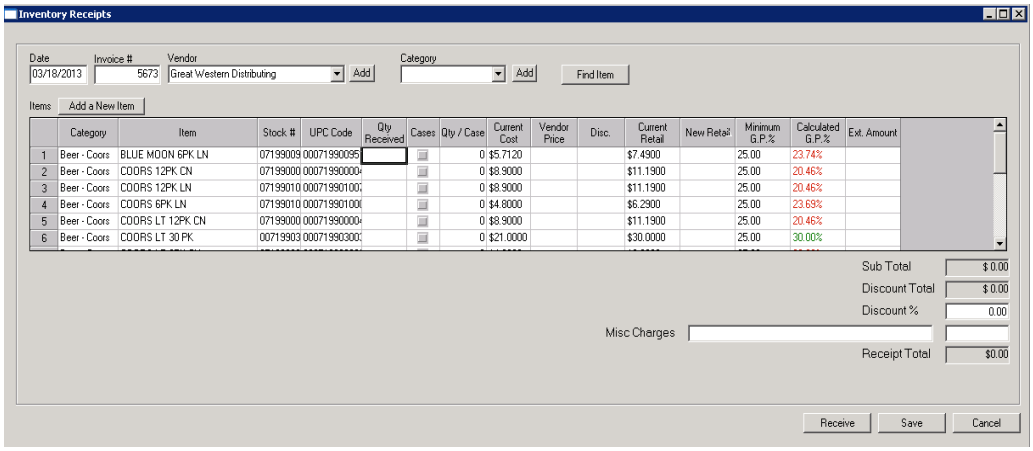
55. When finished, click **OK**.
56. If item is combo to which you want to include other items, click Combos and Dependencies tab and go to Step 57; else, go to Step 58.



57. Click item(s) you want to add to combo, then click OK at screen bottom; **Add Item** screen redisplays.



58. When finished, click **OK**; **Inventory Receipts** screen redisplays.



59. As applicable, review, type and/or select:

Items: Item line number.

Category: Unique name identifying category.

Item: Unique name identifying item.

Stock #: Unique number or code identifying item.

UPC Code: Unique **U**niversal **P**roduct **C**ode identifying item.

Qty Received: Item quantity received, per specified unit of measure.

Cases: Item quantity received in cases.

Qty/Case: Item quantity per case (*required* if **Cases** selected).

Current Cost: Item current cost.

Vendor Price: Item current vendor price.

Disc: Item discount amount, expressed in dollars and cents.

Current Retail: Item current retail price.

New Retail: Item new retail price.

Minimum G.P. %: Item minimum gross profit, expressed as percent.

Calculated G.P. %: System-calculated gross profit, expressed as percent.

Ext Amount: Line item extended amount; **Qty Received** x either **Current Cost** or **Vendor Price**.

Sub Total: Sum of **Ext Amount** values for all line items.

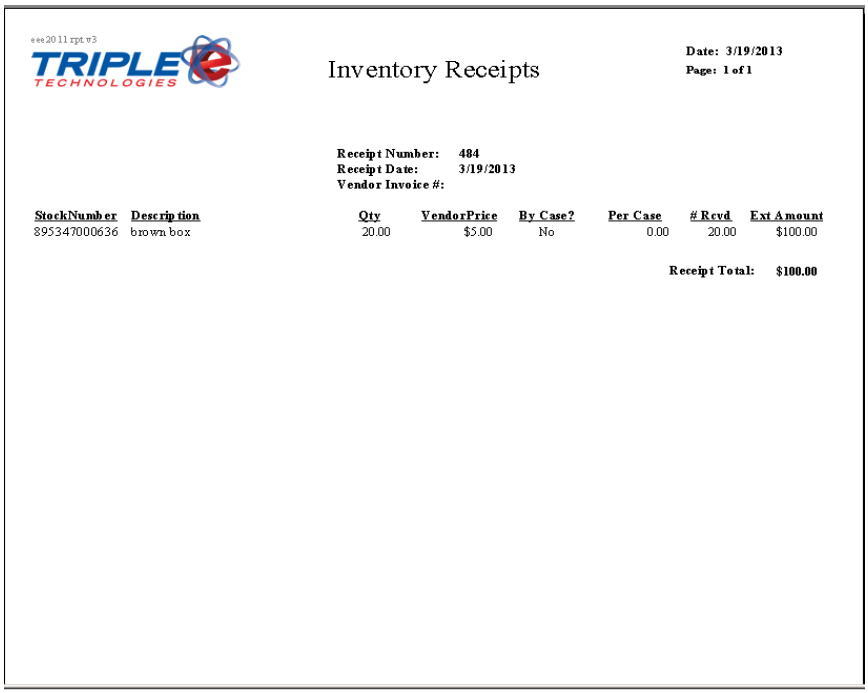
Discount Total: Sum of **Disc.** values for all line items.

Discount %: **Discount Total** value expressed as percent.

Misc Charges: Vendor miscellaneous charge description(s) and total dollar amount.

Receipt Total: Sum of **Sub Total** value + **Misc Charges value**, - **Discount Total** value.

60. Do one of the following:
    - To save inventory receipt information for later completion and/or printing, go to Step 61; *or*
    - To receive item(s) into inventory and create receipt, go to Step 62.
61. Click **Save**; STOP!
62. Click **Receive**; **DataManager** print request screen displays.
63. Do one of the following:
    - To not print receipt, click **No** to exit; *or*
    - To review and/or print receipt, click **Yes**; go to Step 64.
64. **Inventory Receipts** screen displays; do one of the following:
    - To review receipt before printing, go to Step 65; *or*
    - To print receipt without review, go to Step 67.



eee2011.rpt v3

TRIPLE e TECHNOLOGIES

Inventory Receipts

Date: 3/19/2013
Page: 1 of 1

Receipt Number: 484
Receipt Date: 3/19/2013
Vendor Invoice #:

StockNumber	Description	Qty	VendorPrice	By Case?	Per Case	# Rcvd	Ext Amount
895347000636	brown box	20.00	$5.00	No	0.00	20.00	$100.00

Receipt Total: $100.00

65. Review the following:

    Receipt Number: Unique number identifying receipt.

    Receipt Date: Date receipt created, in MM/DD/YYYY format.

    Vendor Invoice #: Unique number identifying invoice.

    Stock #: Unique number or code identifying item.

    Description: Unique name or brief narrative identifying entry.

    Qty: Item quantity ordered, per specified unit of measure.

    Vendor Price: Item current vendor price.

    By Case?: Item quantity received in cases.

    Per Case: Item quantity per case.

    # Rcvd: Item quantity received.

    Ext Amount: **Vendor Price** x **# Rcvd**.

    Receipt Total: Receipt total dollar amount.

66. Do one of the following:

    - To close receipt without printing, go to Step 67; or
    - To print receipt, go to Step 68.

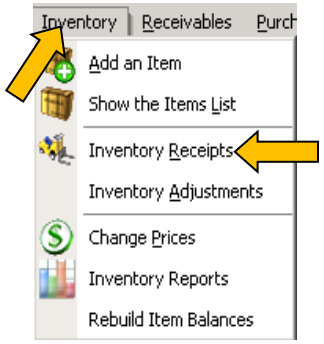
67. Click close on **Inventory Receipts** screen banner; STOP!

68. Click printer icon on tool bar, and then click **OK** on print dialog.

Updating Inventory Receipts

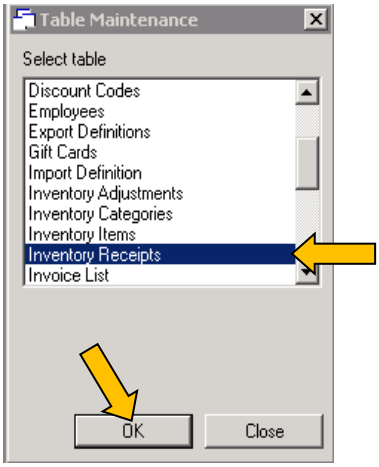
You can use the **Inventory Receipts** screen to add to, change or remove inventory receipt information ***for invoiced items you have not yet received into inventory***. You can navigate to this screen two ways from the Main display:

- Click toolbar Inventory tab, and then click **Inventory Receipts** on menu.



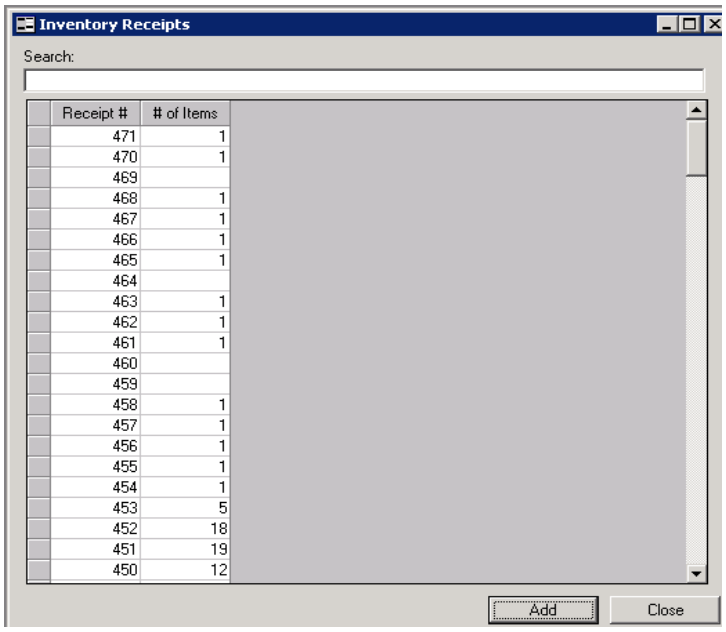
Or

- Click toolbar Table Maintenance icon; click **Inventory Receipts** on menu, and then click **OK** at screen bottom.

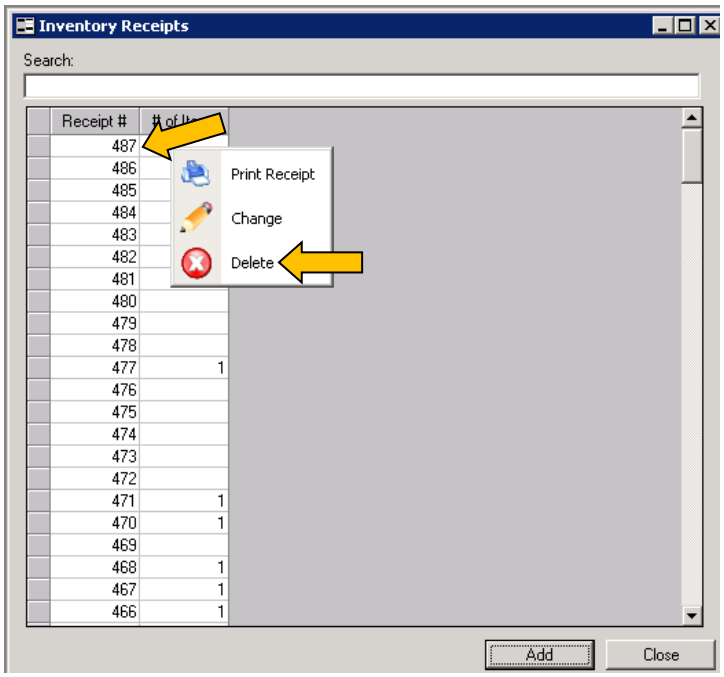


Then:

- First **Inventory Receipts** screen displays:

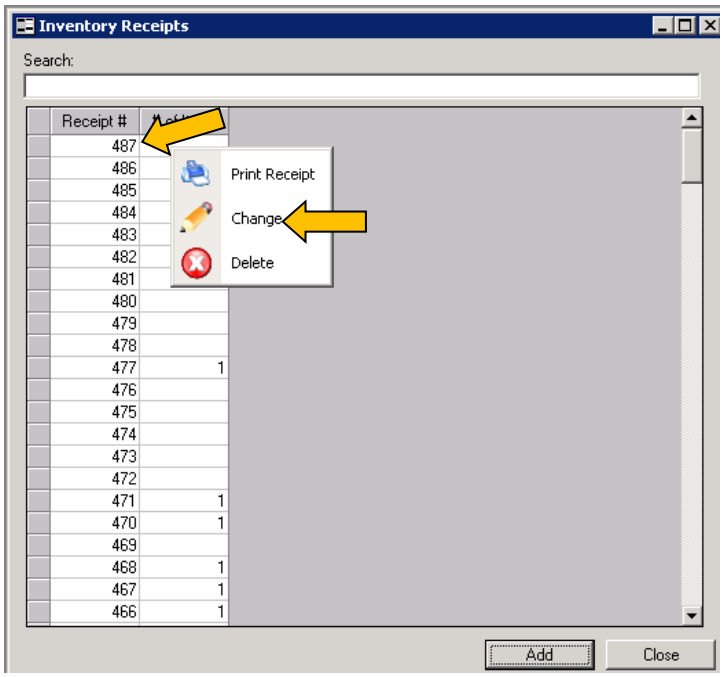


1. Do one of the following:
   - To completely remove (delete) entry, go to Step 2; *or*
   - To update information for entry, go to Step 5.
2. Right-click entry to be removed.

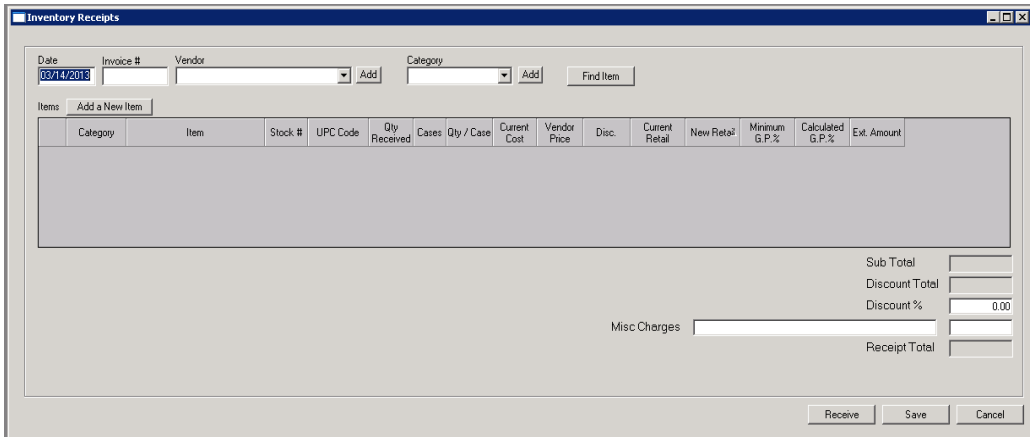


3. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog; entry removed.
4. STOP!

5. Right-click entry to be updated.



6. Click **Change** icon; second **Inventory Receipts** screen displays:



7. As appropriate, review and/or type:

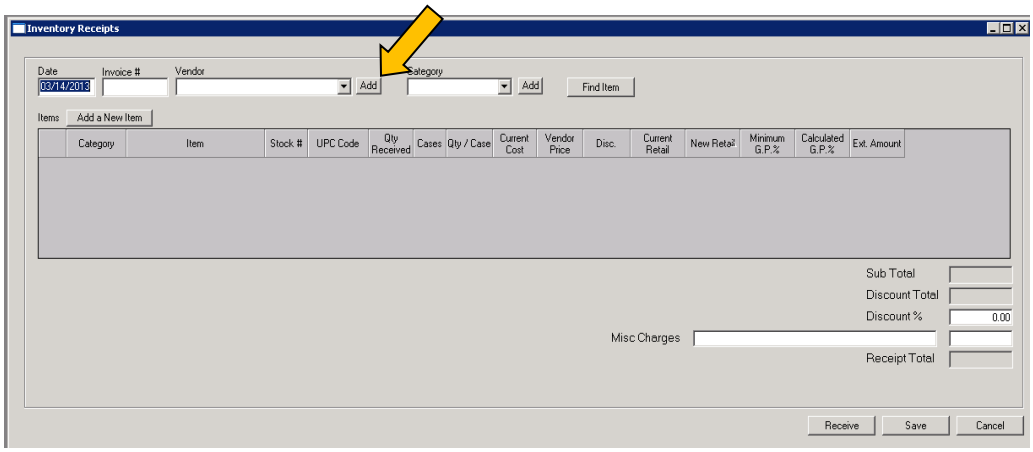
   Date: Receipt date, in MM/DD/YYYY format.

   Invoice #: Unique number identifying invoice.

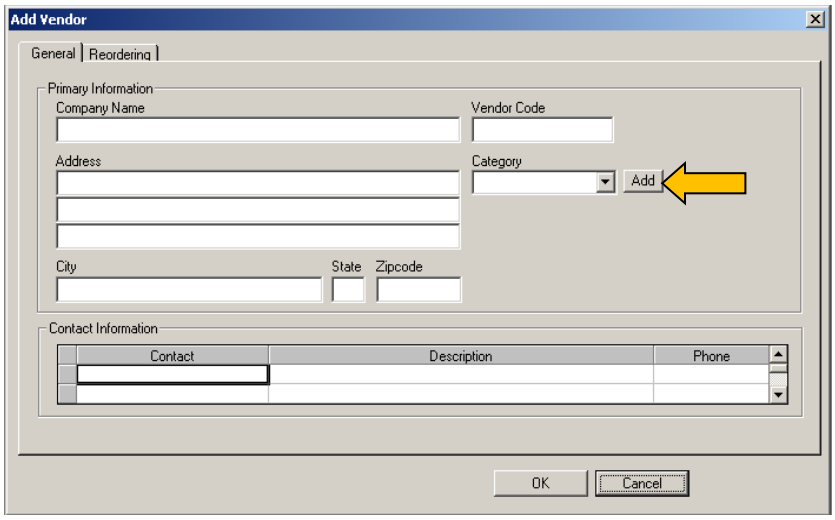
8. Do one of the following:

   - To record inventory receipt for specific vendor, go to Step 9; *or*
   - To record inventory receipt for specific inventory category, go to Step 21; *or*
   - To record inventory receipt for specific item, go to Step 32.

9. Do one of the following:
   - To display inventory items for new vendor, go to Step 10; *or*
   - To display inventory items for existing vendor, go to Step 19.



10. Click **Add** at right of **Vendor** window; **Add Vendor** screen displays:



11. As appropriate, type or select:

    Company Name: Business name or individual last name and first name.

    City: Address city name.

    State: Address two character state code (e.g., 'AZ').

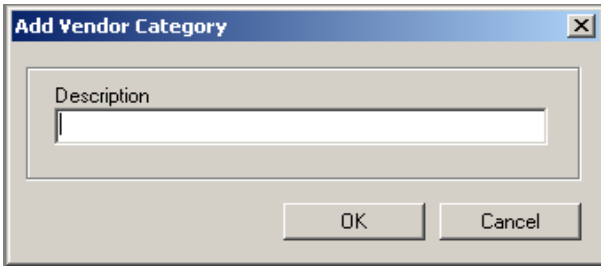
    Zipcode: Address five-digit postal code.

    Vendor Code: Unique code identifying vendor.

    Category: Unique name or brief narrative identifying category.

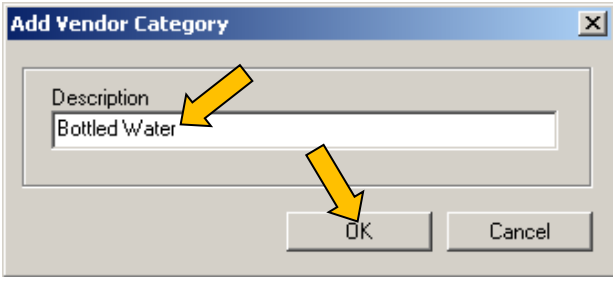
12. To add vendor category to those displayed, go to Step 13; else, go to Step 18.

13. Click **Add** at right of **Category** window; **Add Vendor Category** screen displays:



14. Type the following:

    Description: Unique name or brief narrative identifying entry.



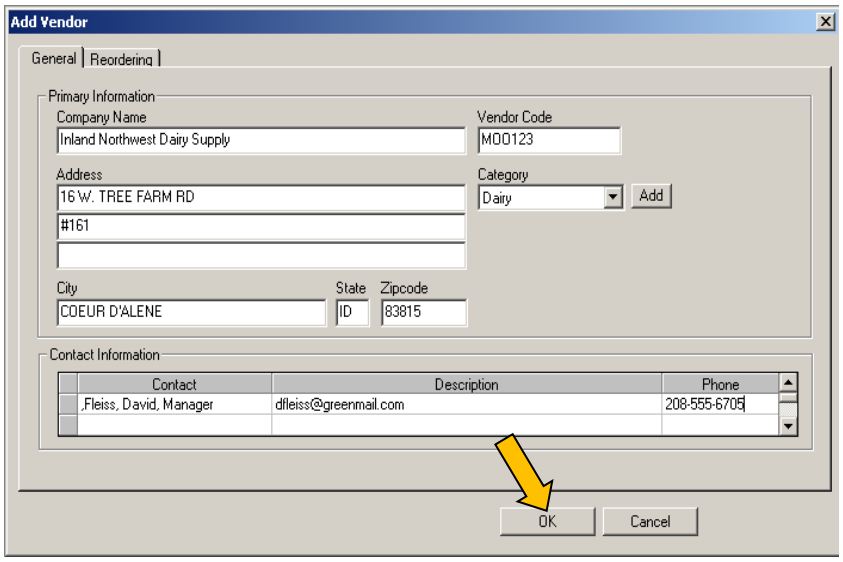
15. When finished, click **OK**.
16. To add vendor contact information, go to Step 17; else, go to Step 19.
17. Type:

    Address: Street number and name, and unit number,

    Contact: Last and first name and/or title (e.g., "Jones, Stephanie, Supervisor', 'Owner', etc.).

    Description: Email address and/or site location (e.g., 'Building 101A').

    Phone: Area code and telephone number (e.g., '310-555-3434').

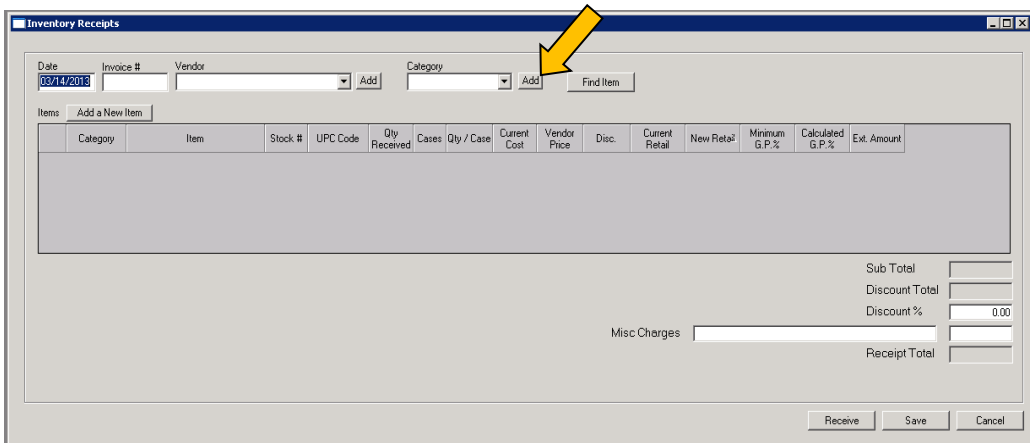


18. When finished, click **OK**.
19. Select the following:

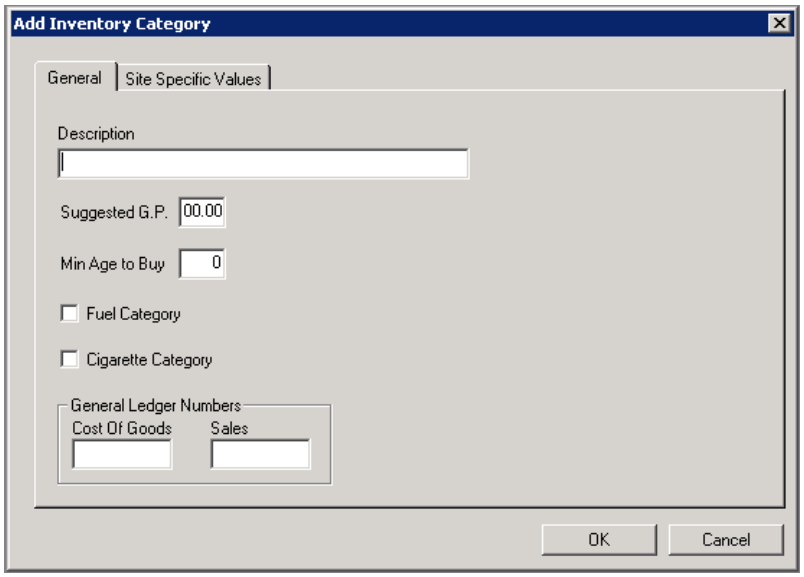
    Vendor: Unique name identifying vendor.

20. Go to Step 63.
21. Do one of the following:

    - To display inventory items for new category, go to Step 22; *or*
    - To display inventory items for existing category, go to Step 29.



22. Click **Add** at right of **Category** window; **Add Inventory Category** screen displays:



23. Type the following **required** General tab information:

    Description: Unique name or brief narrative identifying entry.

24. To add **optional** General tab information, go to Step 25; else, go to Step 26.

25. As appropriate, type or select:

    Suggested G.P.: Category gross profit percent (e.g., '15').

    Min Age to Buy: Category minimum purchase age (e.g., '18', '21').

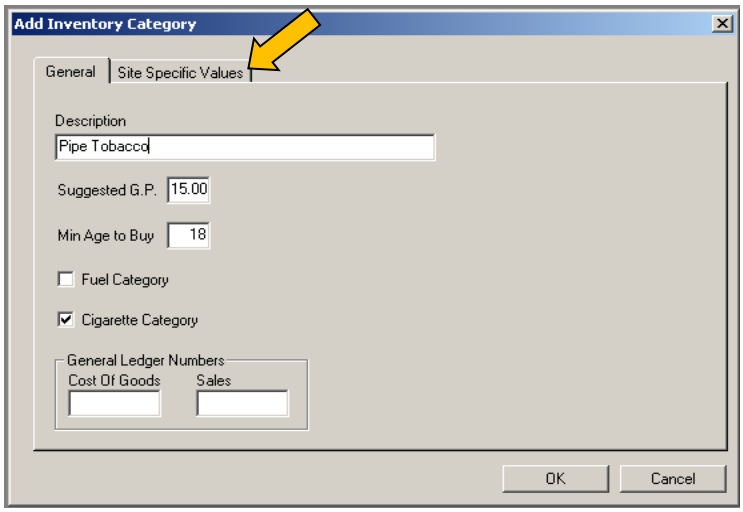
    Fuel Category: Category comprises fuel products.

    Cigarette Category: Category comprises tobacco product.

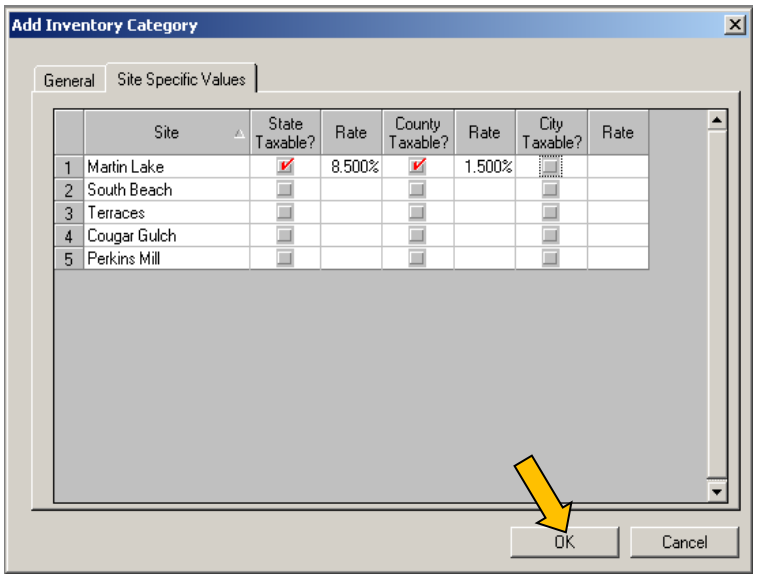
    Cost Of Goods: General Ledger number for category Cost of Goods.

    Sales: General Ledger number for category sales.

26. If category either site specific or applicable to multiple sites with varying tax rates, click Site Specific Values tab and go to Step 27; else, go to Step 28.



NOTE: You must set up additional site locations per instructions in Chapter 2, *Managing Site Information*, before you can specify site-specific values.



27. As applicable for each listed site, select and type:

    State Taxable?: Category subject to state tax.

    Rate: Percent of sale at which category taxed by state; required if **State Taxable?** selected.

    County Taxable?: Category subject to county tax.

    Rate: Percent of sale at which category taxed by county.

    City Taxable?: Category items subject to city tax.

    Rate: Percent of sale at which category items taxed by city.

28. When finished, click **OK**.

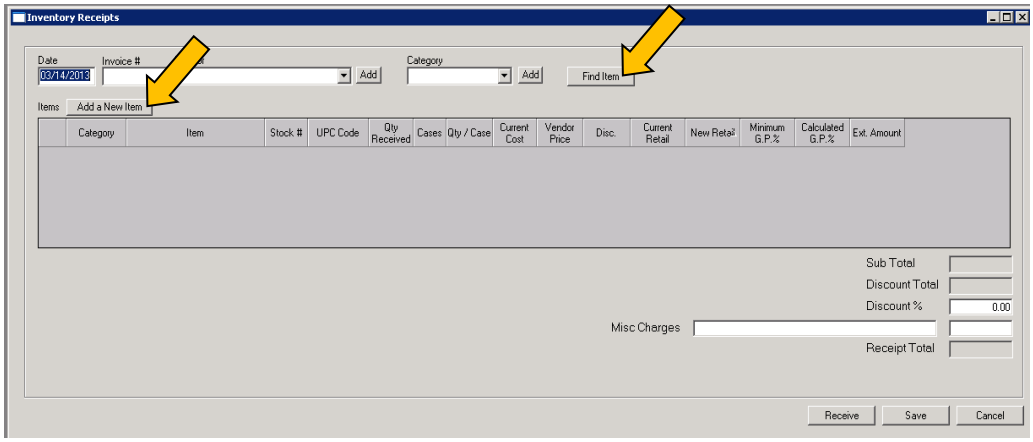
29. Select the following:

Category: Unique name identifying category.

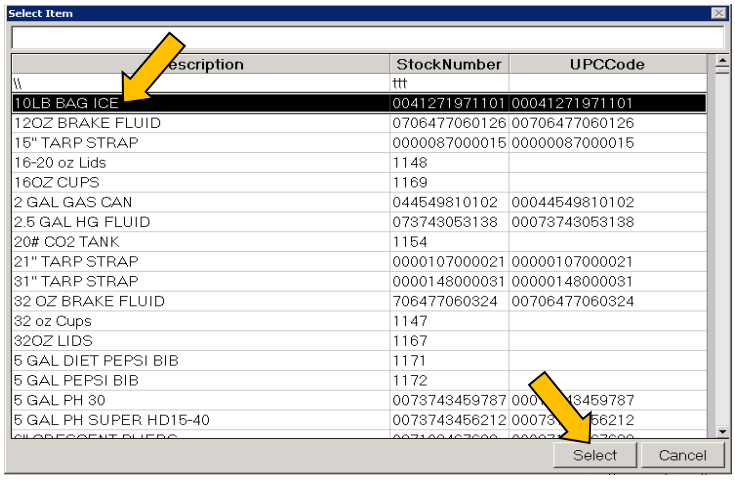
30. Go to Step 63

31. Do one of the following:

- To display existing inventory item information, go to Step 32; *or*
- To display new inventory item information, go to Step 35.



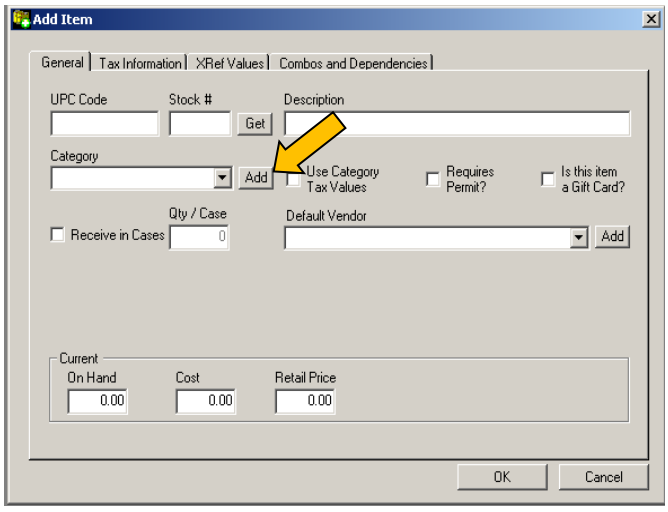
32. Click **Find Item**; **Select Item** screen displays:



33. Click item, and then click **Select**; **Inventory Receipts** screen redisplays.

34. Go to Step 63.

35. Click **Add a New Item**; **Add Item** screen displays:



36. As appropriate, type or select the following **required** General tab information:

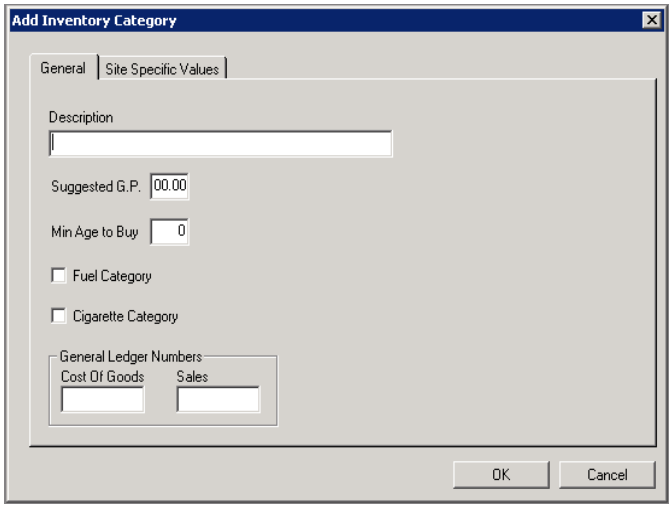
    Stock #: Unique number or code identifying item. *Note: To have system assign next available sequence number, click **Get**.*

    Description: Unique name or brief narrative identifying entry.

    Category: Unique name or brief narrative identifying category.

37. To add inventory categories to those displayed, go to Step 38; else, go to Step 45.

38. Click **Add** at right of **Category** window; **Add Inventory Category** screen displays:



39. Type the following **required** General tab information:

    Description: Unique name or brief narrative identifying entry.

40. To add **optional** General tab information, go to Step 41; else, go to Step 42.

41. As appropriate, type or select the following:

    Suggested G.P.: Category gross profit percent (e.g., ‘15’).

    Min Age to Buy: Category minimum purchase age (e.g., ‘18’, ‘21’).

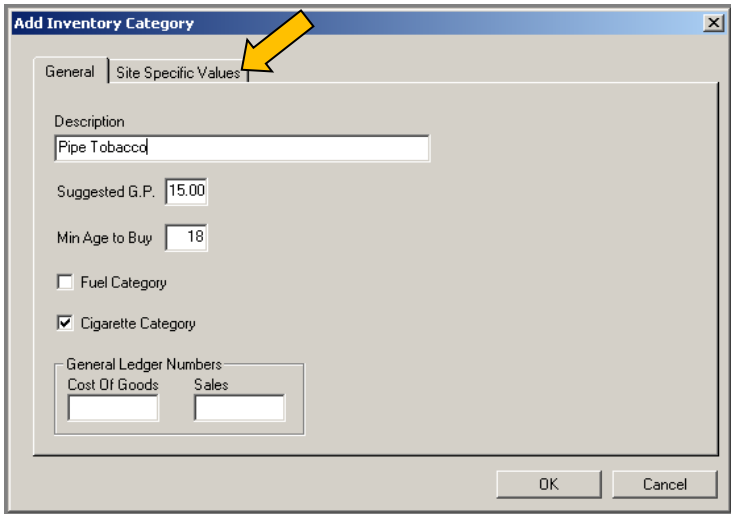
    Fuel Category: Category comprises fuel products.

    Cigarette Category: Category comprises tobacco product.

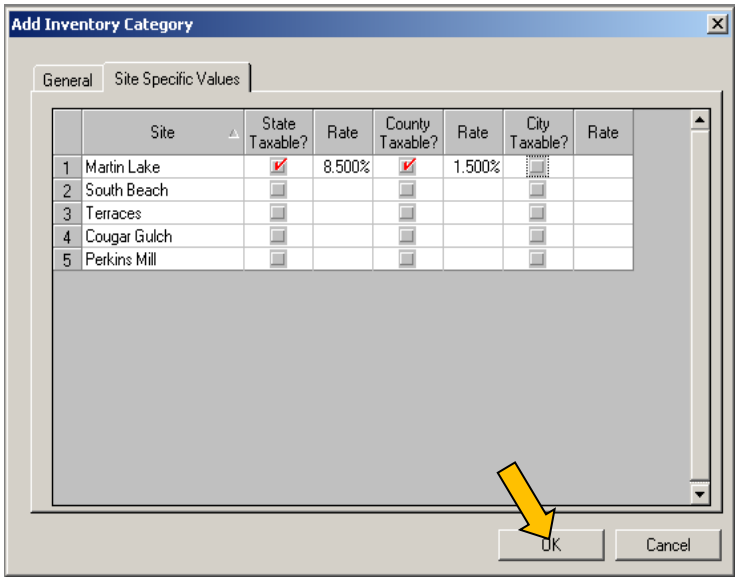
    Cost Of Goods: General Ledger number for category Cost of Goods.

    Sales: General Ledger number for category sales.

42. If category either site specific or applicable to multiple sites with varying tax rates, click Site Specific Values tab and go to Step 43; else click **OK** and go to Step 45.



NOTE: You must set up additional site locations per instructions in Chapter 2, *Managing Site Information*, before you can specify site-specific values.



43. As appropriate for each listed site, select and type:

    State Taxable?: Category subject to state tax.

    Rate: Percent of sale at which category taxed by state; required if **State Taxable?** selected.

    County Taxable?: Category subject to county tax.

    Rate: Percent of sale at which category taxed by county.

    City Taxable?: Category items subject to city tax.

    Rate: Percent of sale at which category items taxed by city.

44. When finished, click **OK**.

45. To add **optional** General tab information, go to Step 46; else, go to Step 57.

46. As appropriate, type or select the following **optional** general tab information:

    UPC Code: Unique **U**niversal **P**roduct **C**ode identifying item.

    Use Category Tax Values: Use default tax values specified for item category.

    Requires Permit?: Item requires customer permit on file to purchase.

    Is this item a Gift Card?: Item is gift card.

    Receive in Cases: Item received in case lots.

    QTY/Case: Item quantity per case; **REQUIRED** if **Receive in Cases** selected.

    On Hand: Item quantity on hand, per specified unit of measure (case or unit).

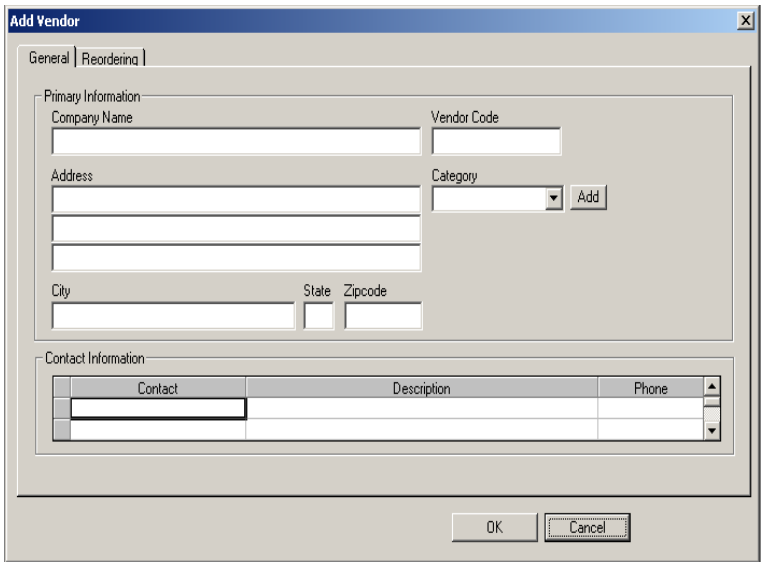
    Cost: Item vendor price, per specified unit of measure.

    Retail Price: Item retail price per specified unit of measure (case or unit).

    Default Vendor: Name of primary vendor supplying category items.

47. To add default vendor names to those displayed, go to Step 48; else, go to Step 56.

48. Click **Add** at right of **Default Vendor** window; **Add Vendor** screen displays:



48. As appropriate, type or select the following **required** General tab information:

    Company Name: Business name or individual last name and first name.

    City: Address city name.

    State: Address two character state code (e.g., 'AZ').

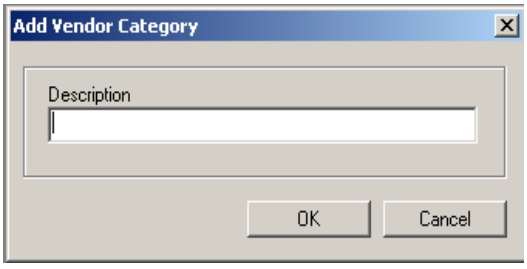
    Zipcode: Address five-digit postal code.

    Vendor Code: Unique code identifying vendor.

    Category: Unique name or brief narrative identifying category.

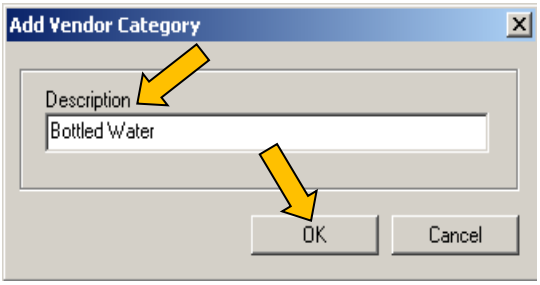
49. To add vendor category to those displayed, go to Step 50; else, go to Step 53.

50. Click **Add** at right of **Category** window; **Add Vendor Category** screen displays:



51. Type the following:

    Description: Unique name or brief narrative identifying entry.



52. When finished, click **OK**.

53. To add optional vendor information, go to Step 54; else, go to Step 55.

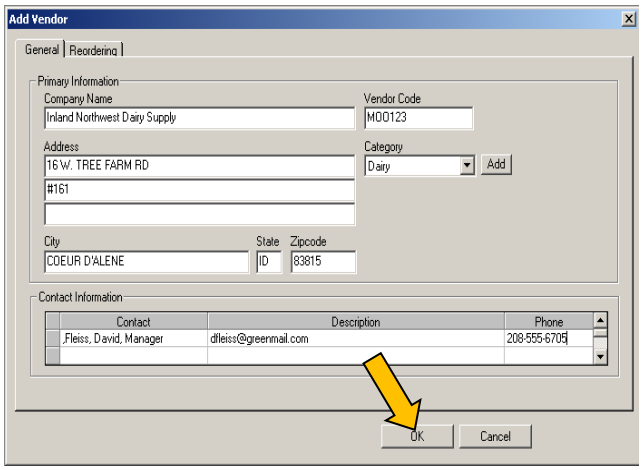
54. As appropriate, type the following:

    Address: Street number and name, and unit number, if applicable (e.g., 1011 Helderberg Ave #103').

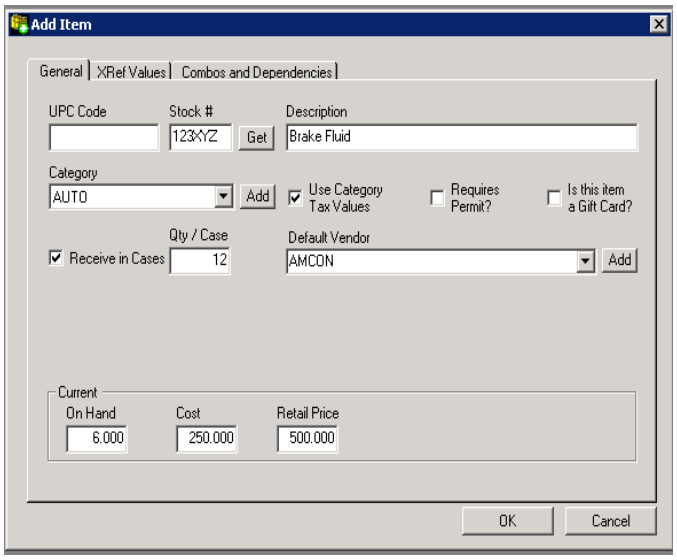
    Contact: Contact last and first name and/or title (e.g., "Jones, Stephanie, Supervisor', 'Owner', etc.).

    Description: Contact email address and/or site location (e.g., 'Building 101A').

    Phone: Contact area code and telephone number (e.g., '310-555-3434').

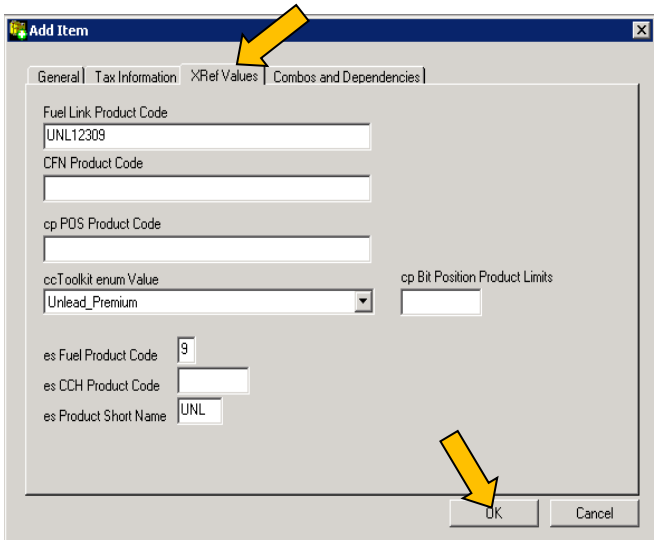


55. When finished, click **OK**; **Add Item** screen redisplays.



56. To input local fuel item external cross-reference table and eSite product code information, go to Step 57; else, go to Step 60.

57. Click XRef UNValues tab; **Add Item XRef Values** screen displays:



Note: Some or all applicable values may have been entered by e3tek Technical Support during product installation.

58. As appropriate, review, type or select:

Fuel Link Product Code: Unique code identifying local item externally mapped to corresponding item in FuelLink cross reference table.

CFN Product Code: Unique code identifying local item externally mapped to corresponding item in Commercial Fueling Network cross-reference table.

cp POS Product Code: Unique code identifying local item externally mapped to corresponding item in 3rd-party POS (e.g., Passport, Radiant, etc.) cross-reference table; *required for CP720 locations only*.

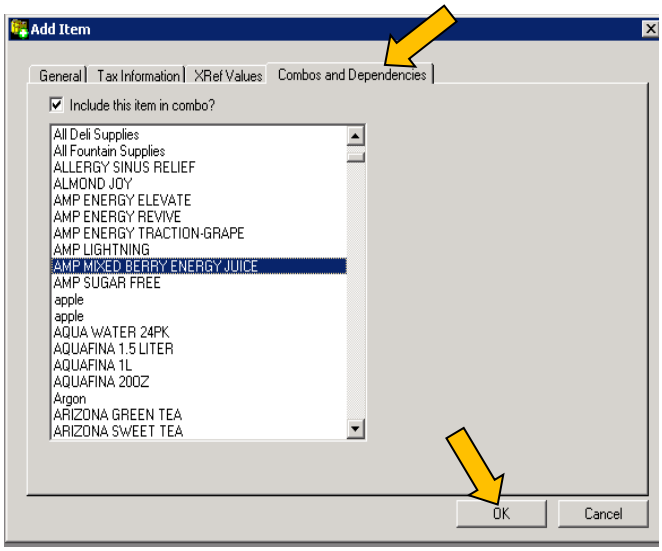
ccToolkit enum Value: Unique descriptor identifying product category or specific processor to which item sales restricted.

es Fuel Product Code: Numeric code (1-9) identifying fuel item grade or type at eSite dispenser.

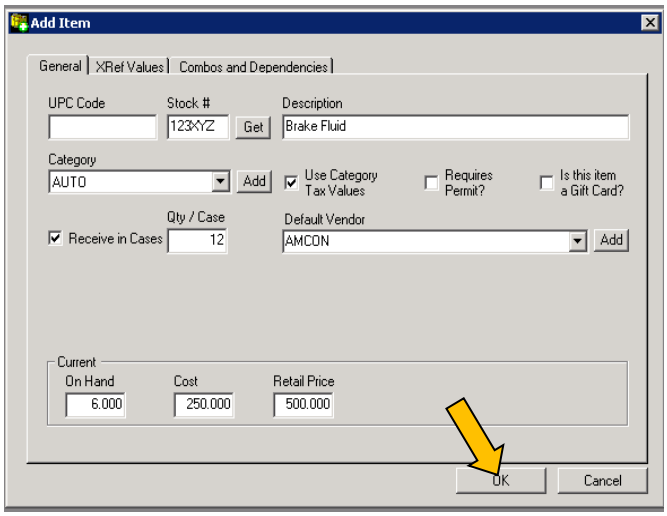
es CCH Product Code: Unique five-character code identifying fuel item for credit host processing at eSite dispenser.

es Product Short Name: Three-character code identifying fuel item grade or type at eSite dispenser (e.g., unleaded = 'UNL', etc.).

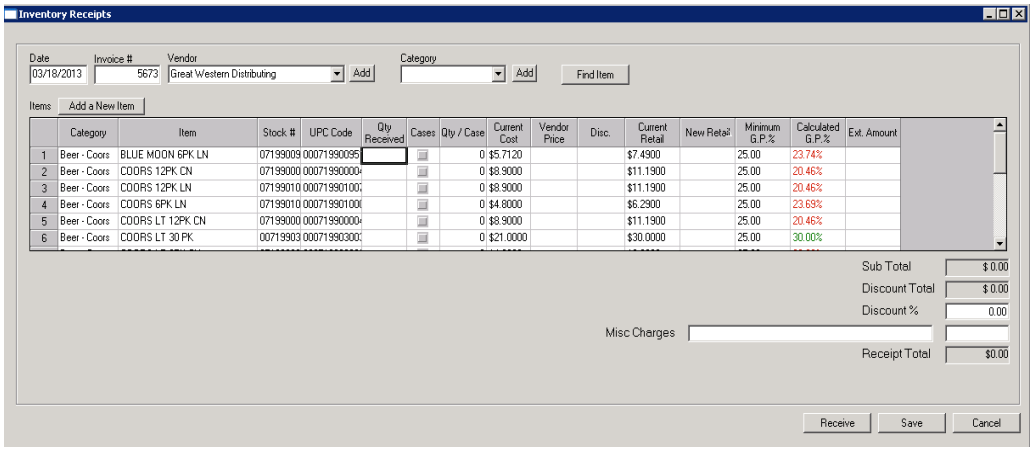
59. When finished, click **OK**.
60. If item is combo to which you want to include other items, click Combos and Dependencies tab and go to Step 61; else, go to Step 62.



61. Click item(s) you want to add to combo, and then click **OK** at screen bottom; **Add Item** screen redisplays:



62. When finished, click **OK**; **Inventory Receipts** screen redisplays.



63. As applicable, review, type and/or select:

Items: Item line number.

Category: Unique name identifying category.

Item: Unique name identifying item.

Stock #: Unique number or code identifying item.

UPC Code: Unique **U**niversal **P**roduct **C**ode identifying item.

Qty Received: Item quantity received, per specified unit of measure.

Cases: Item quantity received in cases.

Qty/Case: Item quantity per case (*required* if **Cases** selected).

Current Cost: Item current cost.

Vendor Price: Item current vendor price.

Disc: Item discount amount, expressed in dollars and cents.

Current Retail: Item current retail price.

New Retail: Item new retail price.

Minimum G.P. %: Item minimum gross profit, expressed as percent.

Calculated G.P. %: System-calculated gross profit, expressed as percent.

Ext Amount: Line item extended amount; **Qty Received** x either **Current Cost** or **Vendor Price**.

Sub Total: Sum of **Ext Amount** values for all line items.

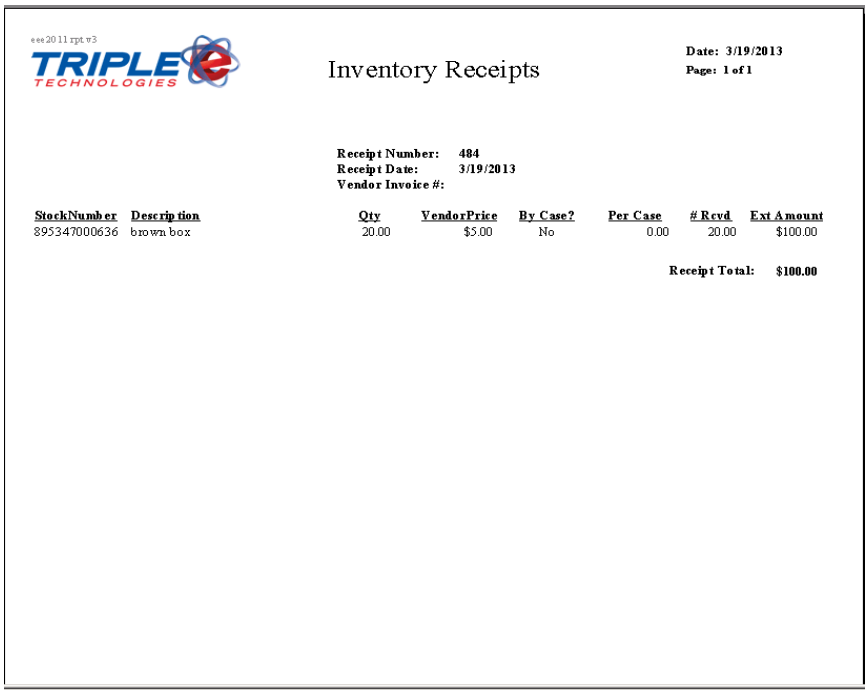
Discount Total: Sum of **Disc.** values for all line items.

Discount %: **Discount Total** value expressed as percent.

Misc Charges: Vendor miscellaneous charge description(s) and total dollar amount.

Receipt Total: Sum of **Sub Total** value + **Misc Charges value**, - **Discount Total** value.

64. Do one of the following:
    - To save inventory receipt information for later completion and/or printing, go to Step 65; *or*
    - To receive item(s) into inventory and create receipt, go to Step 66.
65. Click **Save**; STOP!
66. Click **Receive**; **DataManager** print request screen displays.
67. Do one of the following:
    - To not print receipt, click **No** to exit; *or*
    - To review and/or print receipt, click **Yes**; go to Step 68.
68. **Inventory Receipts** screen displays; do one of the following:
    - To review receipt before printing, go to Step 69; *or*
    - To print receipt without review, go to Step 71.



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Inventory Receipts

Date: 3/19/2013
Page: 1 of 1

Receipt Number: 484
Receipt Date: 3/19/2013
Vendor Invoice #:

StockNumber	Description	Qty	VendorPrice	By Case?	Per Case	# Rcvd	Ext Amount
895347000636	brown box	20.00	$5.00	No	0.00	20.00	$100.00

Receipt Total: $100.00

69. Review the following:

    Receipt Number: Unique number identifying receipt.

    Receipt Date: Date receipt created, in MM/DD/YYYY format.

    Vendor Invoice #: Unique number identifying invoice.

    Stock #: Unique number or code identifying item.

    Description: Unique name or brief narrative identifying entry.

    Qty: Item quantity ordered, per specified unit of measure.

    Vendor Price: Item current vendor price.

    By Case?: Item quantity received in cases.

    Per Case: Item quantity per case.

    # Rcvd: Item quantity received.

    Ext Amount: **Vendor Price** x **# Rcvd**.

    Receipt Total: Receipt total dollar amount.

70. Do one of the following:

    - To close receipt without printing, go to Step 71; or
    - To print receipt, go to Step 72.

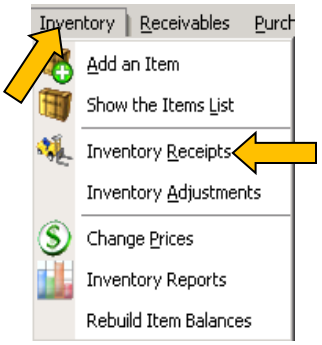
71. Click close on **Inventory Receipts** screen banner; STOP!

72. Click printer icon on tool bar, and then click **OK** on print dialog.

Printing Inventory Receipts

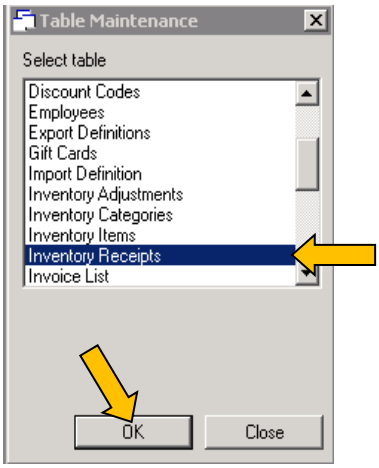
You can use the **Inventory Receipts** screen to print a receipt at any time. You can navigate to this screen two ways from the Main display:

- Click toolbar Inventory tab, and then click **Inventory Receipts** on menu.



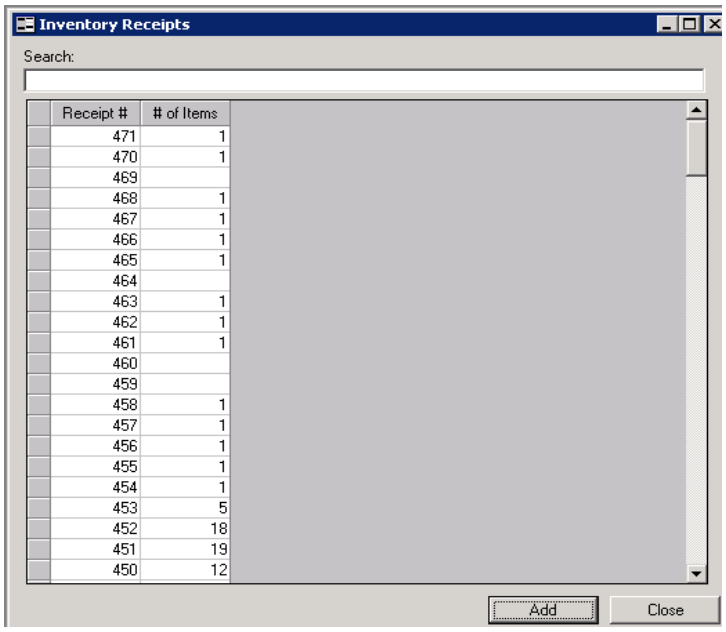
Or

- Click toolbar Table Maintenance icon; click **Inventory Receipts** on menu, and then click **OK** at screen bottom.

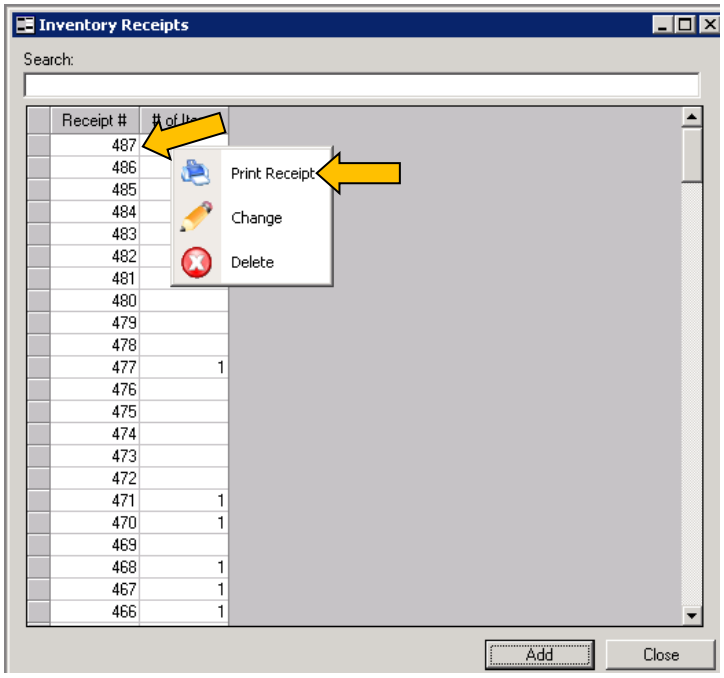


Then:

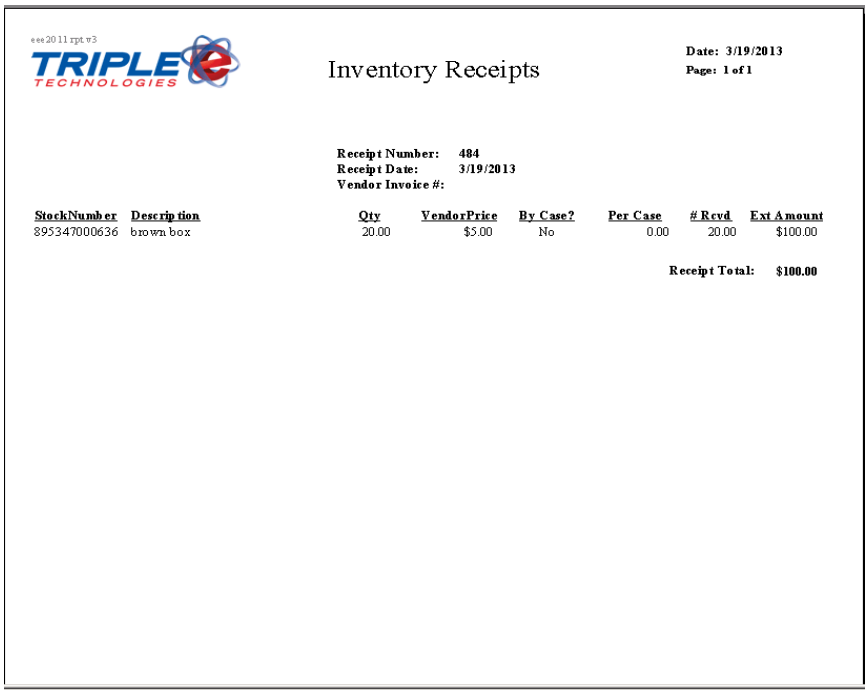
- First **Inventory Receipts** screen displays:



1. Right-click entry to be printed.



2. Click **Print Receipt** icon; selected receipt displays:



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TRIPLE e TECHNOLOGIES

Inventory Receipts

Date: 3/19/2013
Page: 1 of 1

Receipt Number: 484
Receipt Date: 3/19/2013
Vendor Invoice #:

StockNumber	Description	Qty	VendorPrice	By Case?	Per Case	# Rcvd	Ext Amount
895347000636	brown box	20.00	$5.00	No	0.00	20.00	$100.00

Receipt Total: $100.00

18. Click printer icon on tool bar, and then click **OK** on print dialog.

Chapter

7

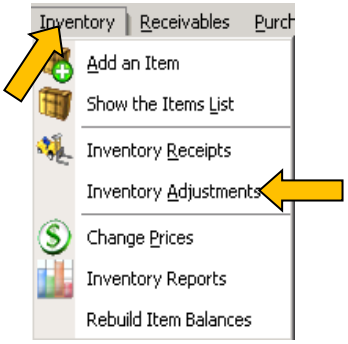
Managing Inventory Adjustment Information

DataManager allows you to perform a variety of inventory update functions, including adjusting on hand item quantities, determining inventory reorder limits and generating and printing reports. You can subsequently add to, change and delete the information you provide. This information is used to monitor and control inventory activity and help determine floor stock trends.

Adding Inventory Adjustments

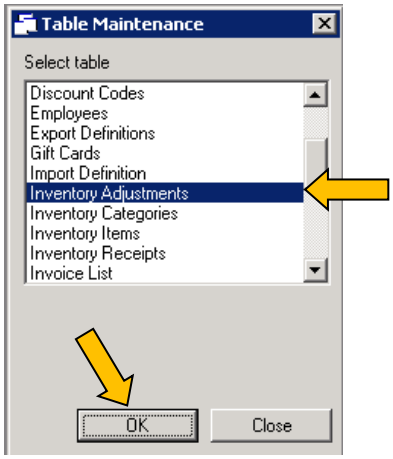
You input new inventory adjustments using the **Inventory Adjustments** screen. You can navigate to this screen two ways from the Main display:

- Click toolbar Inventory tab, and then click **Inventory Adjustments** on menu.



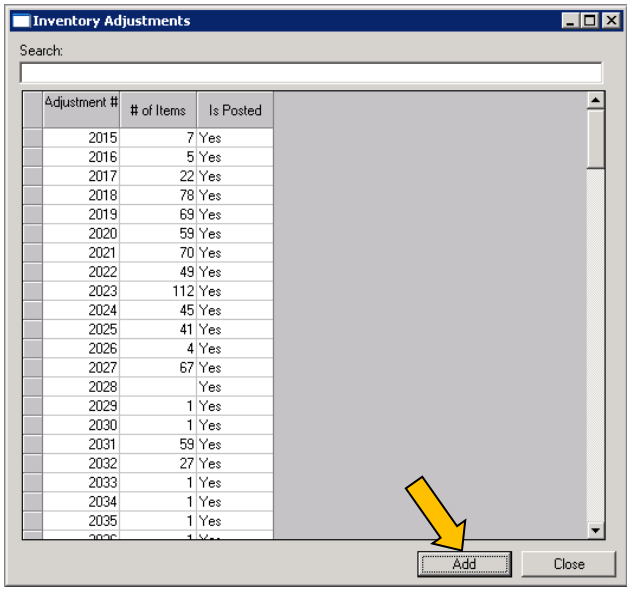
OR

- Click toolbar Table Maintenance icon; click **Inventory Adjustments** on menu, and then click **OK** at screen bottom.

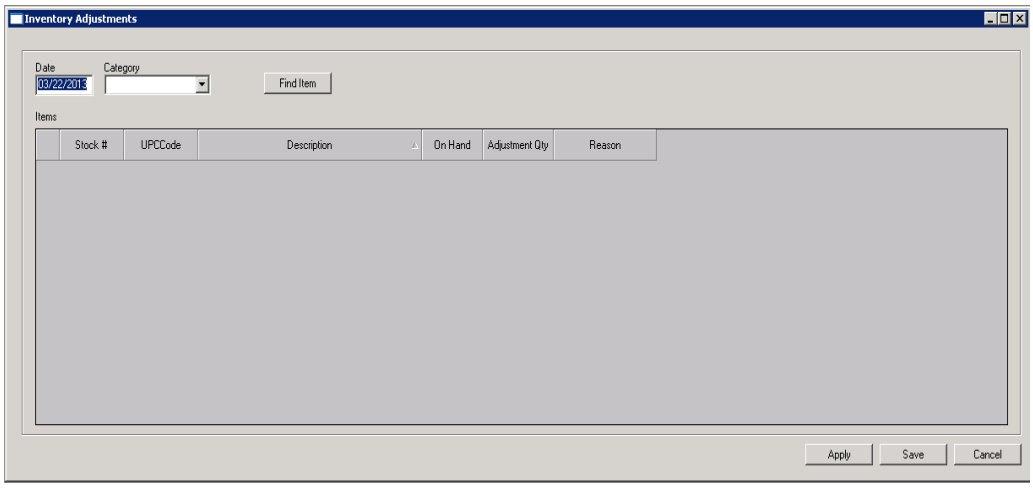


Then:

- First **Inventory Receipts** screen displays:



- Click **Add** at screen bottom; second **Inventory Adjustments** screen displays:



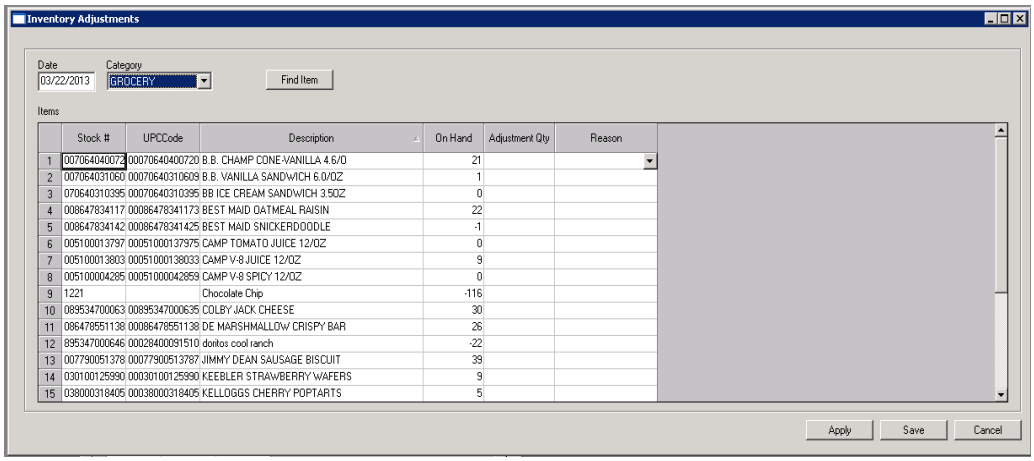
1. Do one of the following:

   - To display inventory information for all items in a specific category, go to Step 2; *or*

   - To display inventory information for specific item(s) only, go to Step 4.

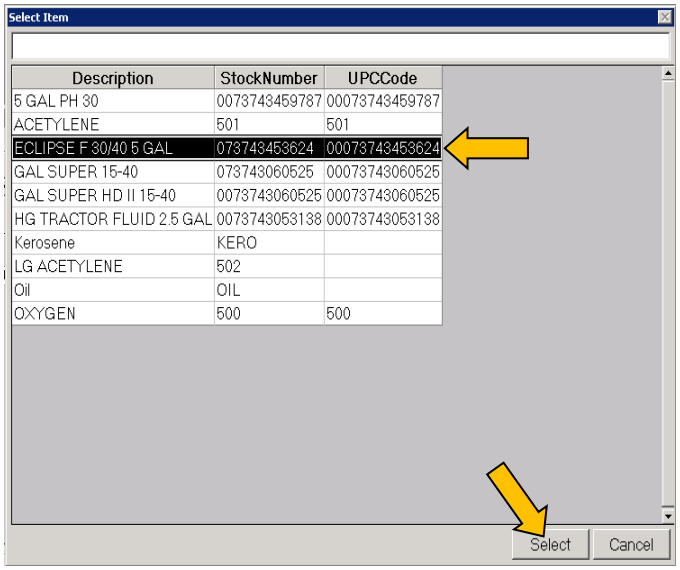
2. Select:

   Category: Unique name or brief narrative identifying category.

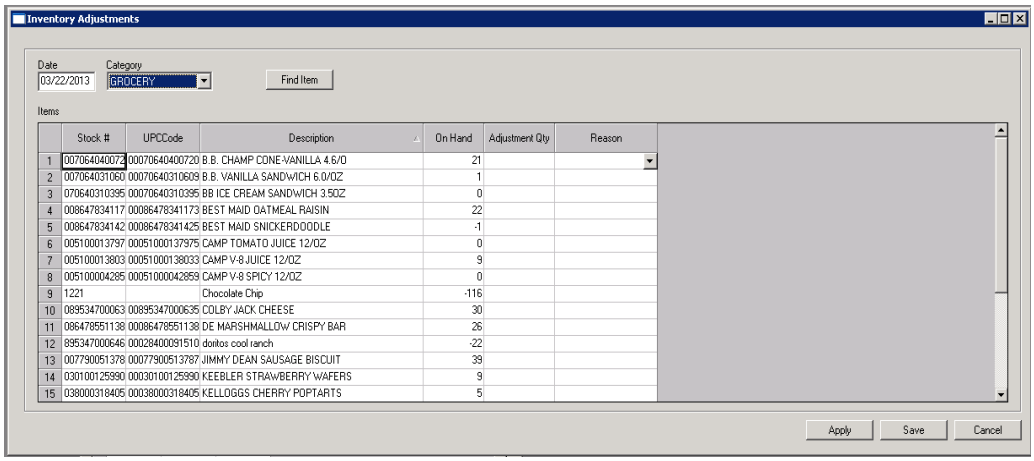


3. Go to Step 6.

4. Click **Find Item**; **Select Item** screen displays:



5. Click/Ctrl-click item(s) whose quantity you want to adjust, and then click **Select** at screen bottom.



6. Review the following:

   Stock #: Unique number or code identifying item.

   UPC Code: Unique **U**niversal **P**roduct **C**ode identifying item.

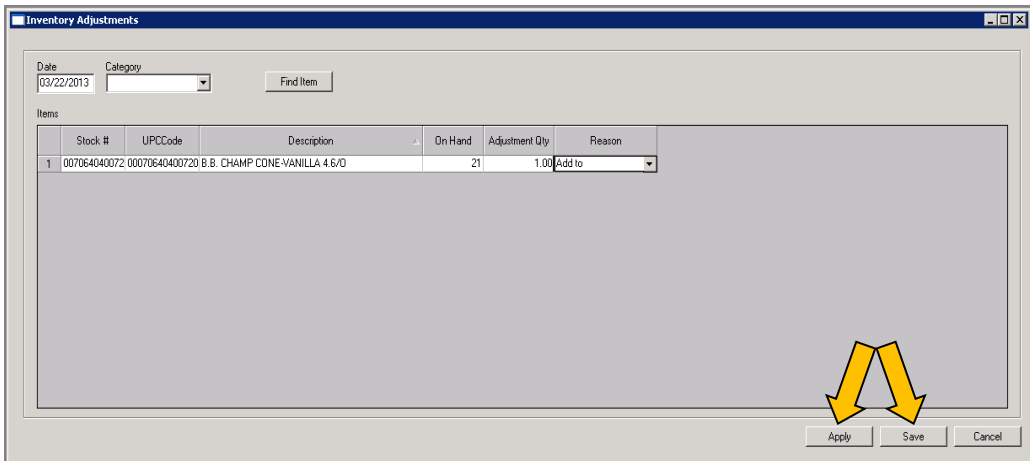
   Description: Unique name or brief narrative identifying item.

   On Hand: Item quantity currently in inventory.

7. As appropriate, type and select:

   Adjustment Quantity: Number of this item to be adjusted (+/-).

   Reason: Cause or explanation.



8. Do one of the following:

   - To save information but not update inventory, go to Step 9; *or*

   - To save information and update inventory, go to Step 11.

9. Click **Save** at screen bottom.

10. STOP!

11. Click **Apply** at screen bottom; print dialog displays.

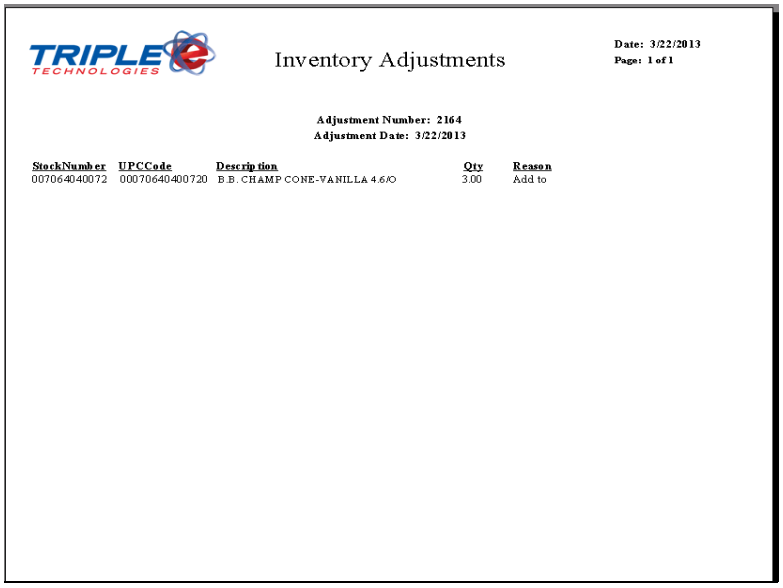
12. Do one of the following:

    - To close without printing **Inventory Adjustments** report, go to Step 13.
    - To print **Inventory Adjustments** report, go to Step 15

13. Click **No**.

14. STOP!

15. Click **Yes**; **Inventory Adjustments** report displays:



16. Review the following:

    Date: **Inventory Adjustments** report date, in MM/DD/YYYY format.

    Adjustment Number: Unique, system-generated number identifying adjustment transaction.

    Adjustment Date: System-generated adjustment transaction date, in MM/DD/YYYY format.

    StockNumber: Unique number identifying item.

    UPCCode: Unique **U**niversal **P**roduct **C**ode identifying item.

    Description: Unique name or brief narrative identifying item.

    Qty: Number of this item adjusted (+/-).

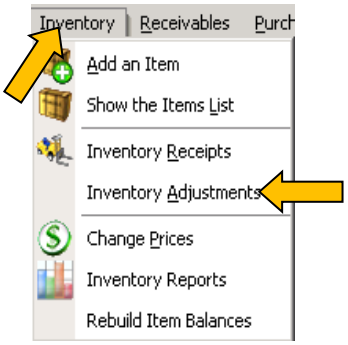
    Reason: Cause or explanation.

17. Click printer icon on tool bar, and then click **OK** on print dialog.

Updating Inventory Adjustments

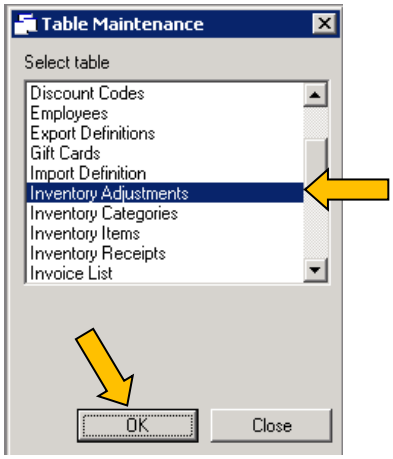
You can add to, change or remove inventory adjustments previously saved but not yet applied using the **Inventory Adjustments** screen. You can navigate to this screen two ways from the Main display:

- Click toolbar Inventory tab, and then click **Inventory Adjustments** on menu.



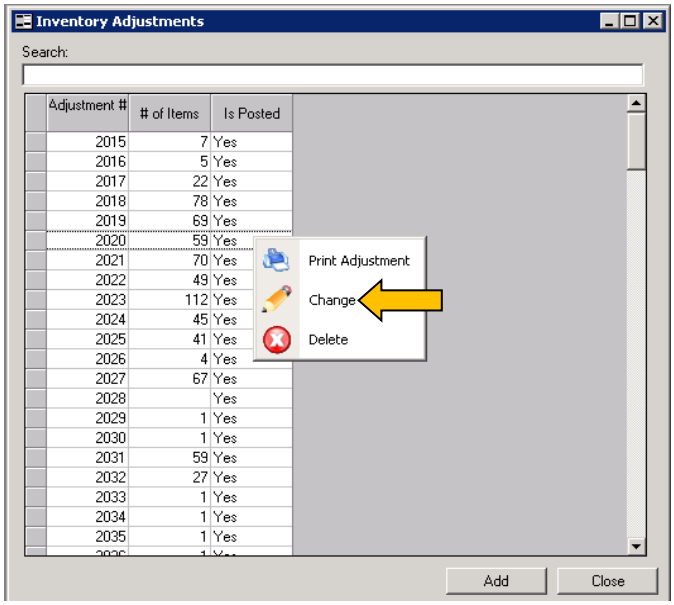
OR

- Click toolbar Table Maintenance icon; click **Inventory Adjustments** on menu, and then click **OK** at screen bottom.

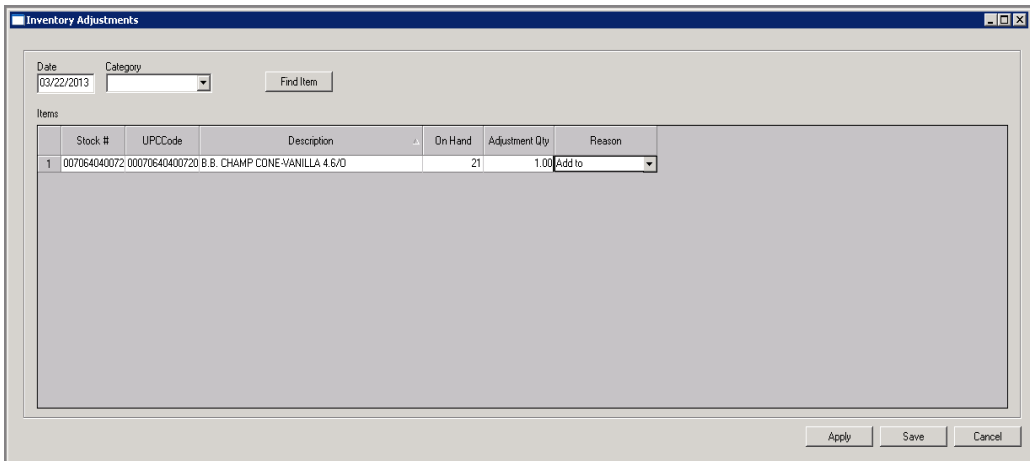


Then:

- First **Inventory Receipts** screen displays:



- Select **Adjustment #** to be updated, and then click **Change** icon; second **Inventory Adjustments** screen displays:



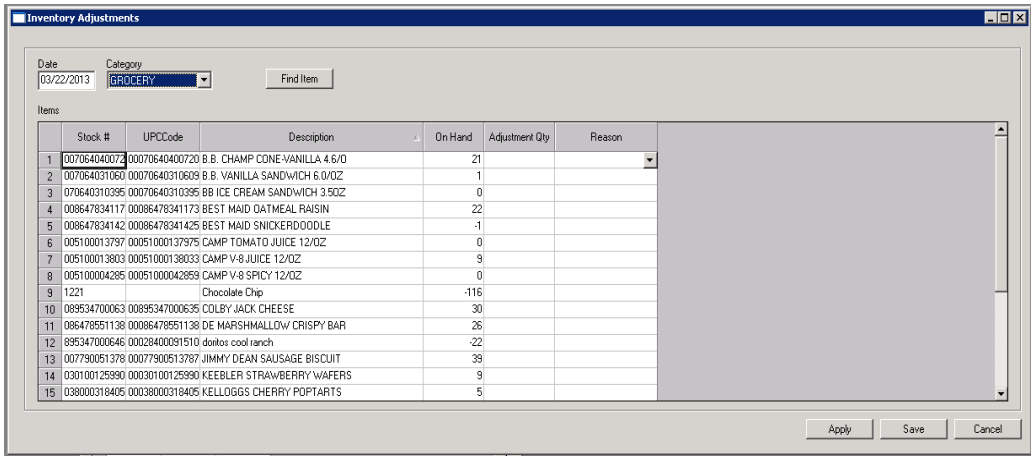
1. Do one of the following:

   - To display inventory information for all items in a specific category, go to Step 2; *or*

   - To display inventory information for specific item(s) only, go to Step 4.

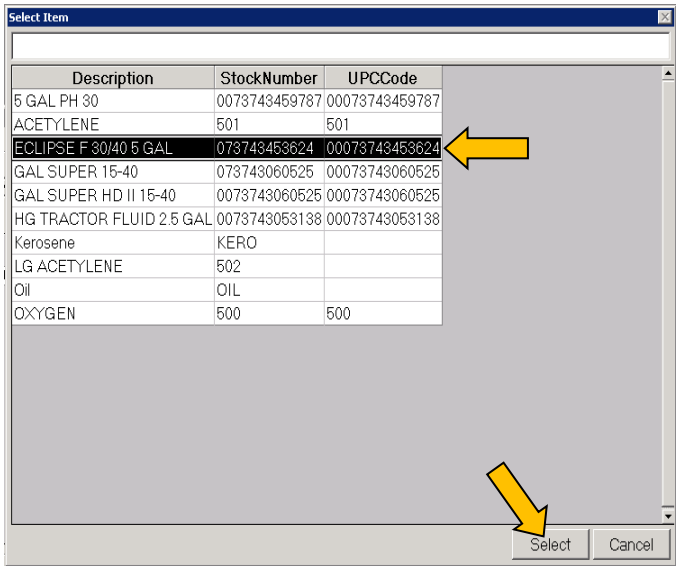
2. Select:

   Category: Unique name or brief narrative identifying category.

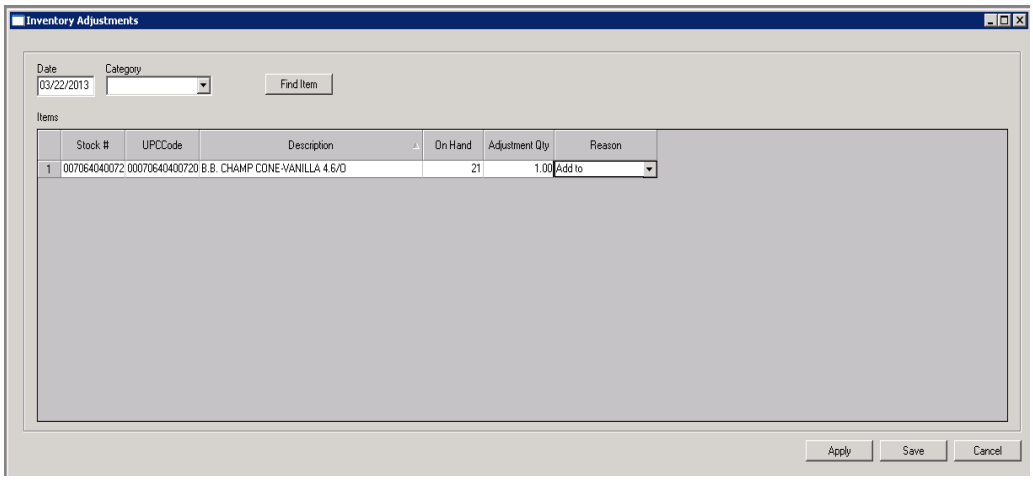


3. Go to Step 6.

4. Click **Find Item**; **Select Item** screen displays:



5. Click/Ctrl-click item(s) whose quantity you want to adjust, and then click **Select** at screen bottom.



6. Review the following:

   Stock #: Unique number or code identifying item.

   UPC Code: Unique **U**niversal **P**roduct **C**ode identifying item.

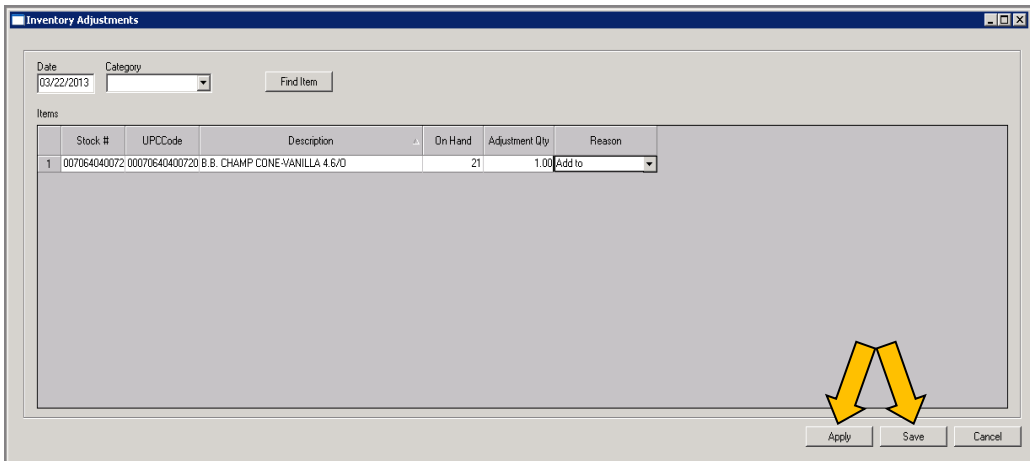
   Description: Unique name or brief narrative identifying item.

   On Hand: Item quantity currently in inventory.

7. As appropriate, type and select:

   Adjustment Quantity: Number of this item to be adjusted (+/-).

   Reason: Cause or explanation.



8. Do one of the following:

   - To save information but not update inventory, go to Step 9; *or*

   - To save information and update inventory, go to Step 11.

9. Click **Save** at screen bottom.

10. STOP!

11. Click **Apply** at screen bottom; print dialog displays.

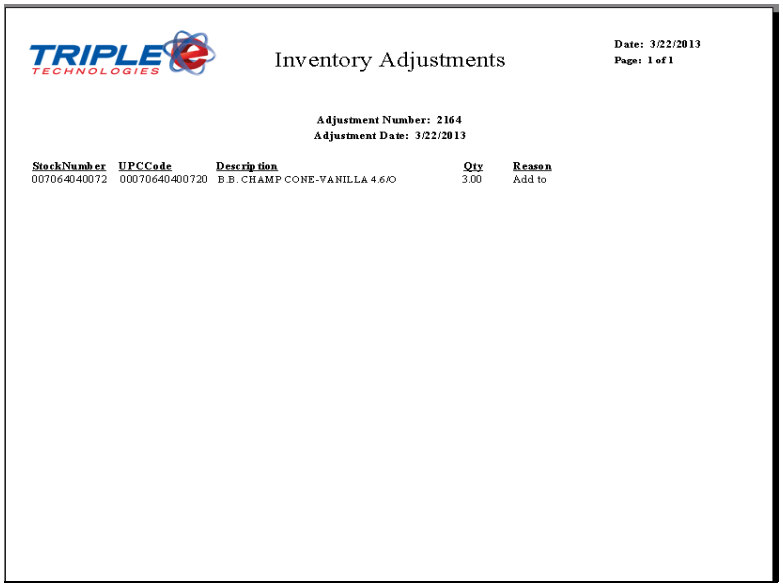
12. Do one of the following:

    - To close without printing **Inventory Adjustments** report, go to Step 13.
    - To print **Inventory Adjustments** report, go to Step 15

13. Click **No**.

14. STOP!

15. Click **Yes**; **Inventory Adjustments** report displays:



16. Review the following:

    Date: **Inventory Adjustments** report date, in MM/DD/YYYY format.

    Adjustment Number: Unique, system-generated number identifying adjustment transaction.

    Adjustment Date: System-generated adjustment transaction date, in MM/DD/YYYY format.

    StockNumber: Unique number identifying item.

    UPCCode: Unique **U**niversal **P**roduct **C**ode identifying item.

    Description: Unique name or brief narrative identifying item.

    Qty: Number of this item adjusted (+/-).

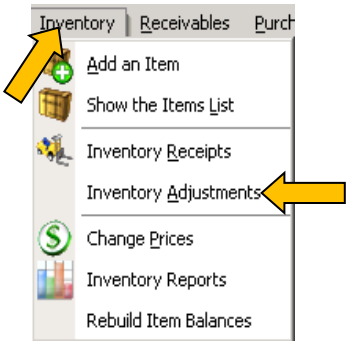
    Reason: Cause or explanation.

18. Click printer icon on tool bar, and then click **OK** on print dialog.

Printing Inventory Adjustments

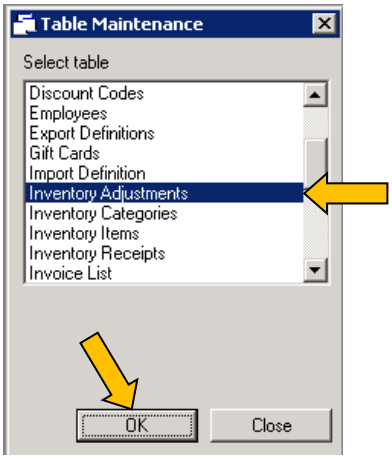
You can use the **Inventory Adjustments** screen to print *applied* inventory adjustments at any time. You can navigate to this screen two ways from the Main display:

- Click toolbar Inventory tab, and then click **Inventory Adjustments** on menu.



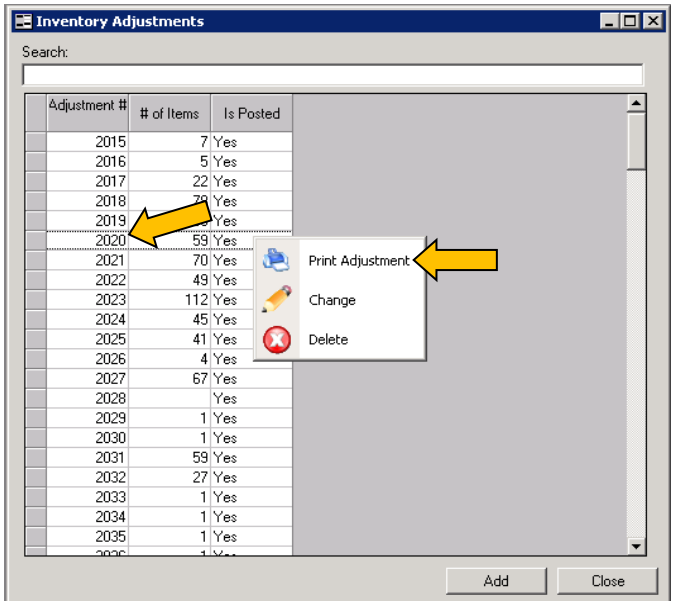
Or

- Click toolbar Table Maintenance icon; click **Inventory Adjustments** on menu, and then click **OK** at screen bottom.

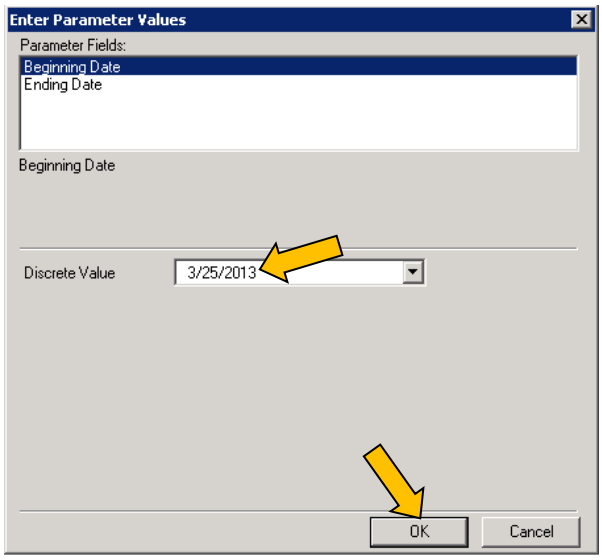


Then:

- First **Inventory Adjustments** screen displays:



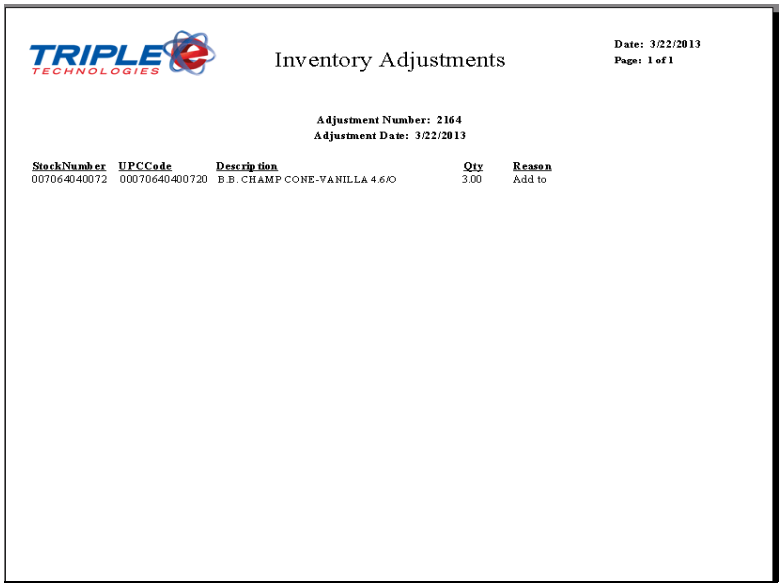
- Right-click entry to be printed, and then click **Print Adjustment** icon; **Enter Parameter Values** screen displays:



1. Select the following:

   Discrete Value: Adjustment Receipt transaction date.

2. Click **OK** at screen bottom; selected report displays:



3. Review the following:

   Date: **Inventory Adjustments** report date, in MM/DD/YYYY format.

   Adjustment Number: Unique, system-generated number identifying adjustment transaction.

   Adjustment Date: System-generated adjustment transaction date, in MM/DD/YYYY format.

   StockNumber: Unique number identifying item.

UPCCode: Unique **U**niversal **P**roduct **C**ode identifying item.

Description: Unique name or brief narrative identifying item.

Qty: Number of this item adjusted (+/-).

Reason: Cause or explanation.

4. Click printer icon on tool bar, and then click **OK** on print dialog.

Chapter

8

Managing Customer Information

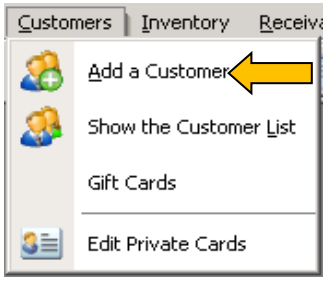
DataManager requires that you to set up a discrete account for each proprietary card and credit customer. The information you provide will be used to determine card usage and credit limits, establish payment terms, set up accounts receivable and provide bases for activity billing and reporting.

Adding Customer Categories

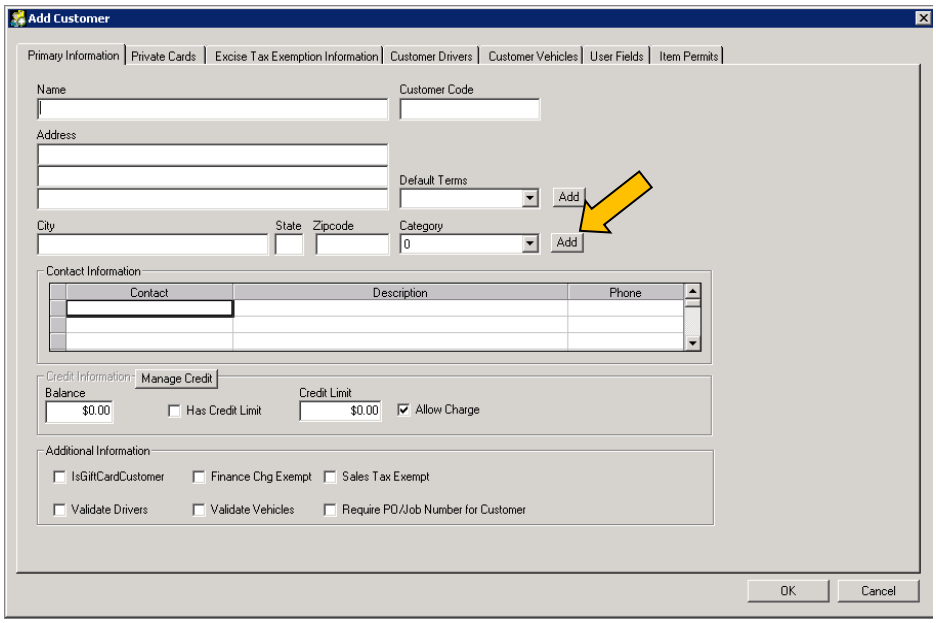
Customer categories identify types or classes of customers with whom you do business. You must create customer categories *before* adding customers to the system.

You input new customer categories using the **Add Customer Category** screen. You can navigate to this screen from the Main display three ways:

- Click toolbar Customers tab, and then click **Add a Customer** on menu.



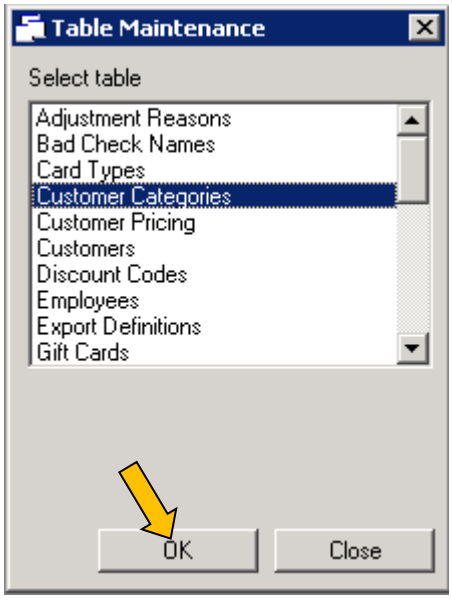
- **Add Customer** screen displays:



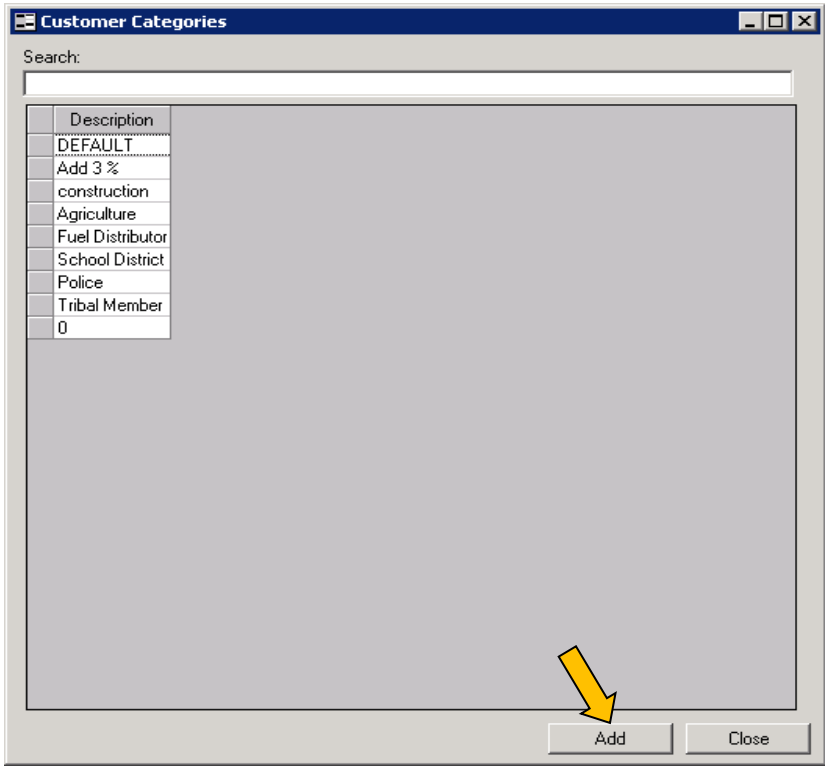
- Click **Add** at right of **Category** window.

OR

- Click toolbar Table Maintenance icon; click **Customer Categories** on menu, and then click **OK** at screen bottom.



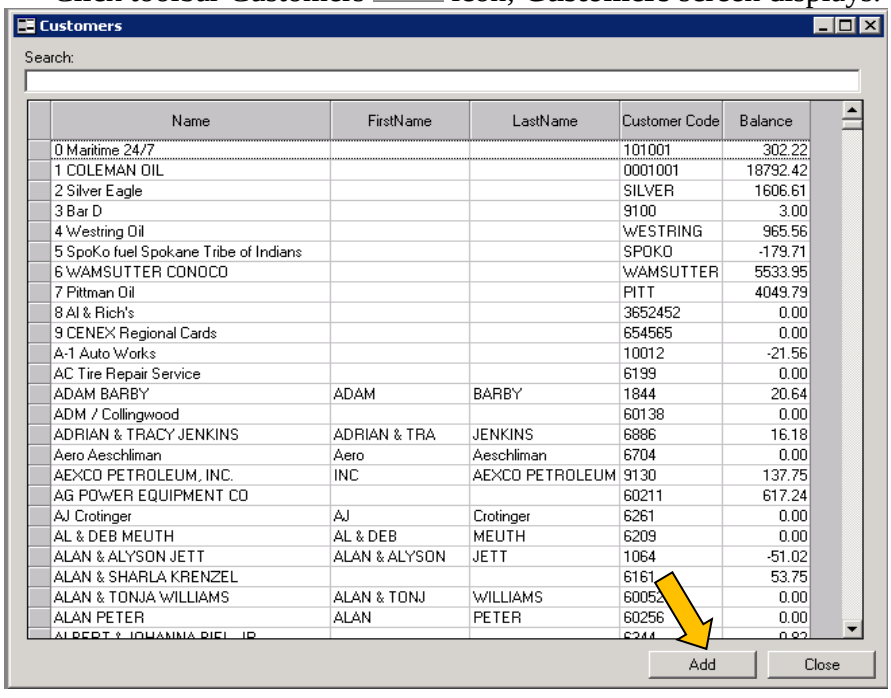
- **Customer Categories** screen displays.



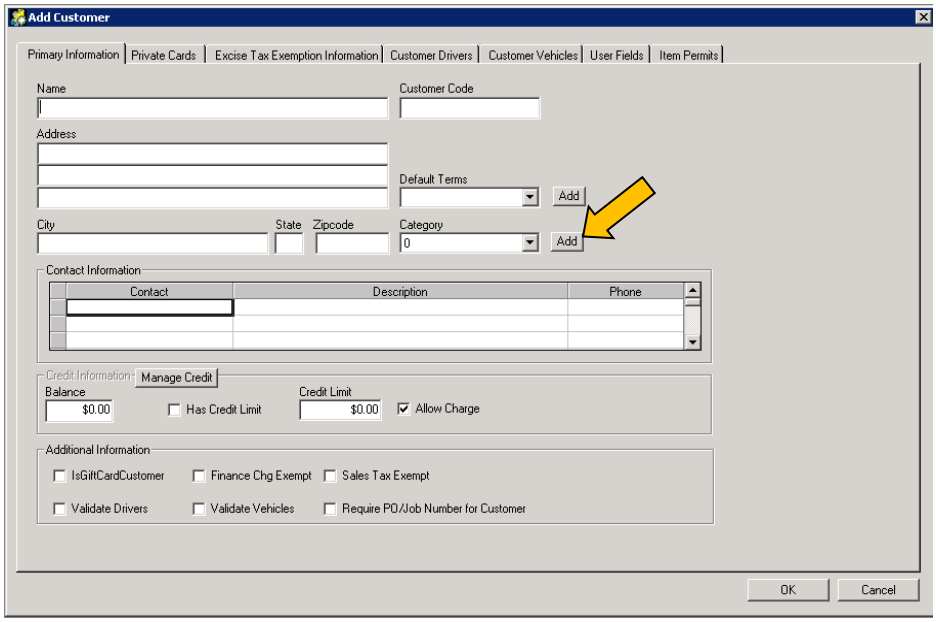
- Click **Add** at screen bottom.

OR

- Click toolbar Customers icon; **Customers** screen displays.


Customers
Search:
Name
FirstName
LastName
Customer Code
Balance
0 Maritime 24/7 101001 302.22
1 COLEMAN OIL 0001001 18792.42
2 Silver Eagle SILVER 1606.61
3 Bar D 9100 3.00
4 Westring Oil WESTRING 965.56
5 SpoKo fuel Spokane Tribe of Indians SPOKO -179.71
6 WAMSUTTER CONOCO WAMSUTTER 5533.95
7 Pittman Oil PITT 4049.79
8 Al & Rich's 3652452 0.00
9 CENEX Regional Cards 654565 0.00
A-1 Auto Works 10012 -21.56
AC Tire Repair Service 6199 0.00
ADAM BARBY ADAM BARBY 1844 20.64
ADM / Collingwood 60138 0.00
ADRIAN & TRACY JENKINS ADRIAN & TRA JENKINS 6886 16.18
Aero Aeschliman Aero Aeschliman 6704 0.00
AEXCO PETROLEUM, INC. INC AEXCO PETROLEUM 9130 137.75
AG POWER EQUIPMENT CO 60211 617.24
AJ Crotinger AJ Crotinger 6261 0.00
AL & DEB MEUTH AL & DEB MEUTH 6209 0.00
ALAN & ALYSON JETT ALAN & ALYSON JETT 1064 -51.02
ALAN & SHARLA KRENZEL 6161 53.75
ALAN & TONJA WILLIAMS ALAN & TONJ WILLIAMS 60052 0.00
ALAN PETER ALAN PETER 60256 0.00
Add
Close

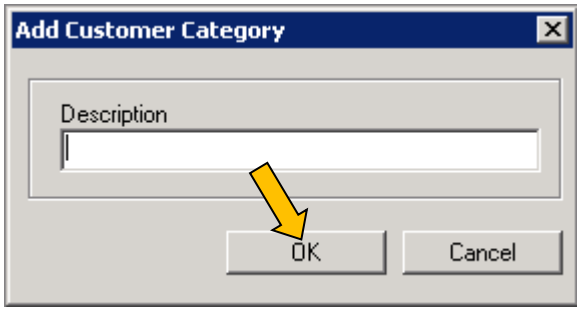
- Click **Add** at screen bottom; **Add Customer** screen displays.



- Click **Add** at right of **Category** window.

Then:

- **Add Customer Category** screen displays.



1. Type the following for category:

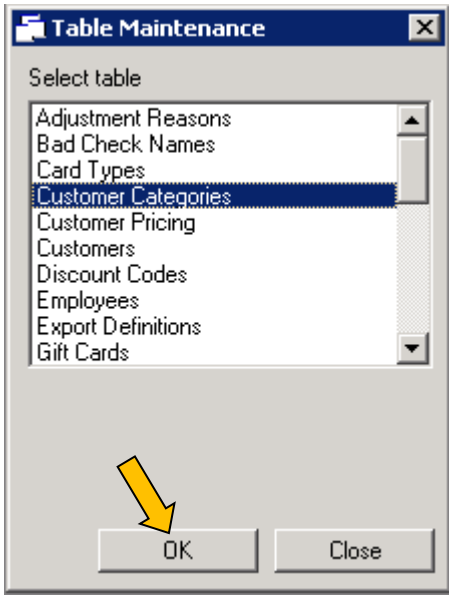
   Description: Unique name or brief narrative identifying entry.

2. Click **OK** at screen bottom.

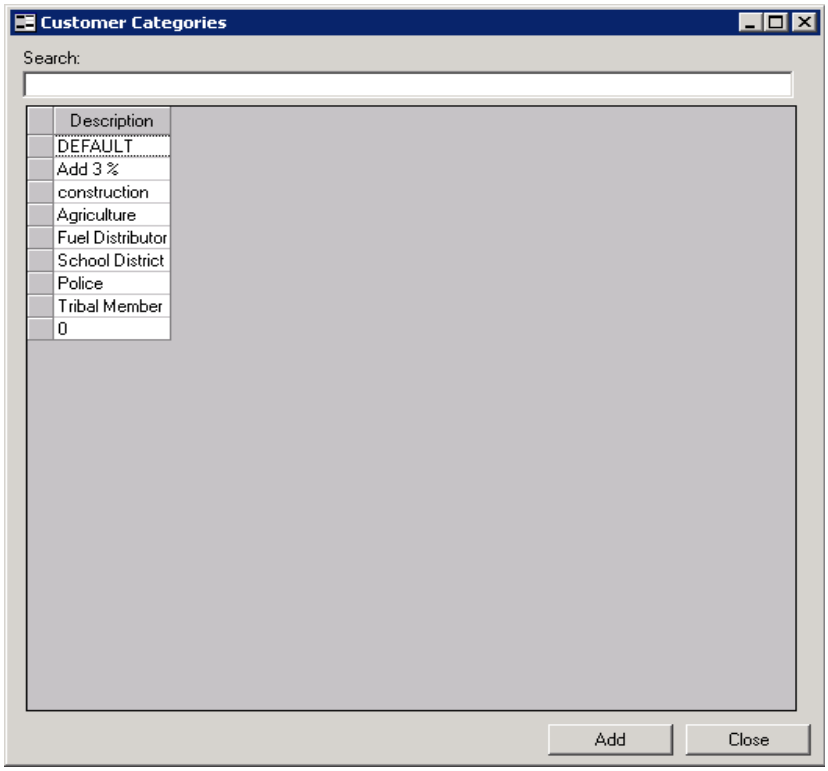
Updating Customer Categories

After adding customer categories you can change or remove the information you provided by first selecting a specific category on the **Customer Categories** screen. You can navigate to this screen from the Main display as follows:

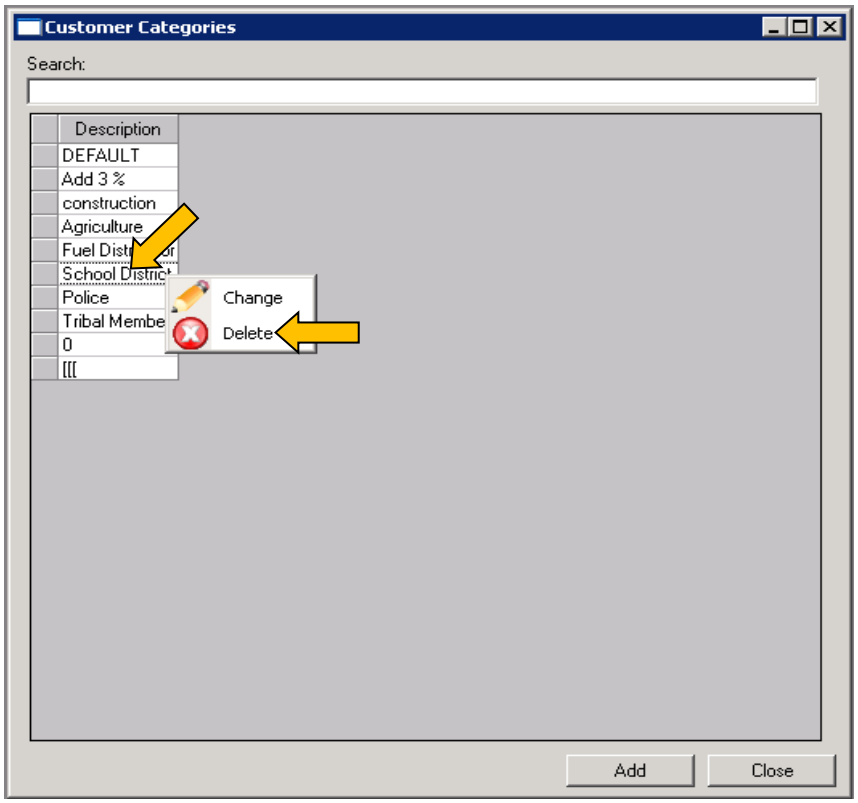
- Click toolbar Table Maintenance icon; click **Customer Categories** on menu, and then click **OK** at screen bottom.



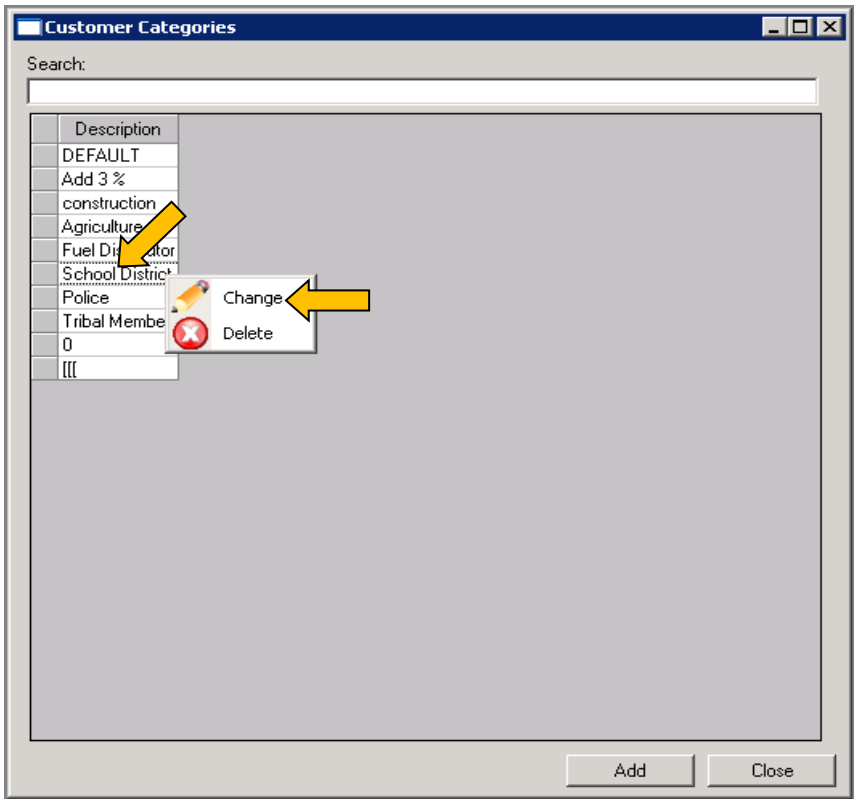
- **Customer Categories** screen displays.



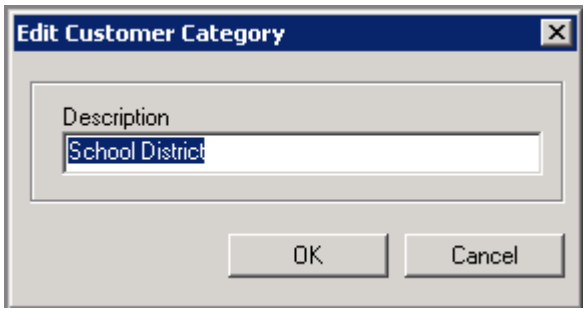
1. Do one of the following:
   - To completely remove (delete) entry, go to Step 2; *or*
   - To update information for an entry, go to Step 5.
2. Right-click entry to be removed.



3. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog; selected item removed.
4. STOP!
5. Right-click entry to be updated.

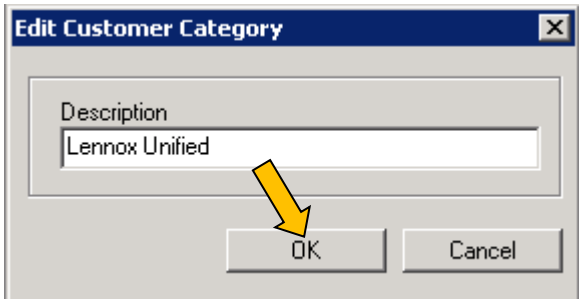


6. Click **Change** icon; **Edit Customer Category** screen displays:



7. Change the following for category:

   Description: Unique name or brief narrative identifying entry.

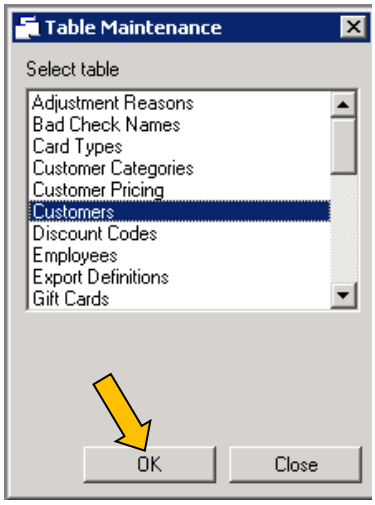


8. Click **OK** at screen bottom.

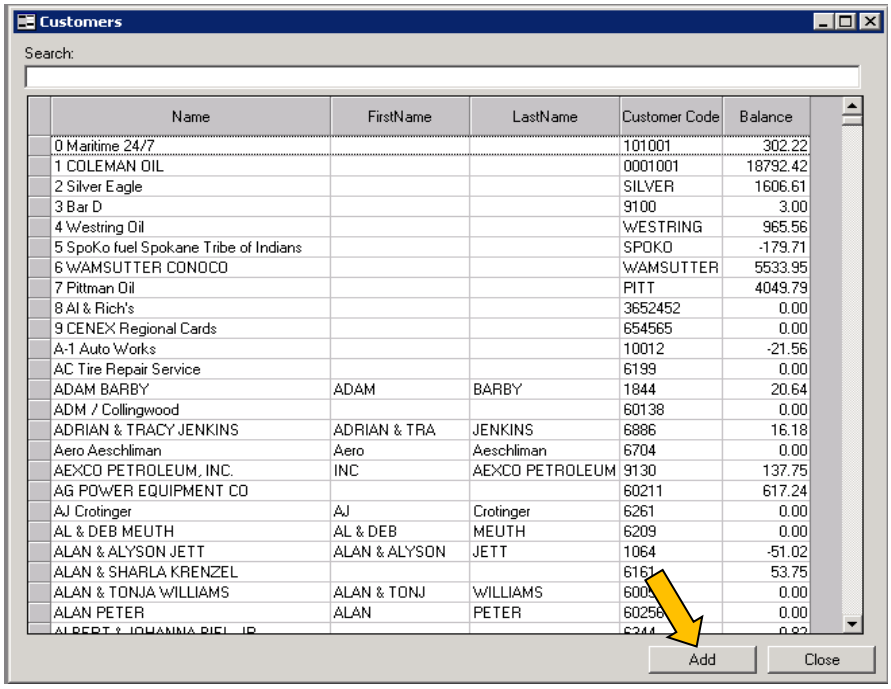
Adding Customer Accounts

You must create a discrete account for each of your customers for transaction activity management and reporting purposes. You set up a new customer using the **Add Customer** screen. You can navigate to this screen from the Main display two ways:

- Click toolbar Table Maintenance icon; click **Customers** on menu, and then click **OK** at screen bottom.



- **Customers** screen displays:


Customers
Search:
Name
FirstName
LastName
Customer Code
Balance
0 Maritime 24/7 101001 302.22
1 COLEMAN OIL 0001001 18792.42
2 Silver Eagle SILVER 1606.61
3 Bar D 9100 3.00
4 Westring Oil WESTRING 965.56
5 SpoKo fuel Spokane Tribe of Indians SPOKO -179.71
6 WAMSUTTER CONOCO WAMSUTTER 5533.95
7 Pittman Oil PITT 4049.79
8 Al & Rich's 3652452 0.00
9 CENEX Regional Cards 654565 0.00
A-1 Auto Works 10012 -21.56
AC Tire Repair Service 6199 0.00
ADAM BARBY ADAM BARBY 1844 20.64
ADM / Collingwood 60138 0.00
ADRIAN & TRACY JENKINS ADRIAN & TRA JENKINS 6886 16.18
Aero Aeschliman Aero Aeschliman 6704 0.00
AEXCO PETROLEUM, INC. INC AEXCO PETROLEUM 9130 137.75
AG POWER EQUIPMENT CO 60211 617.24
AJ Crotinger AJ Crotinger 6261 0.00
AL & DEB MEUTH AL & DEB MEUTH 6209 0.00
ALAN & ALYSON JETT ALAN & ALYSON JETT 1064 -51.02
ALAN & SHARLA KRENZEL 6161 53.75
ALAN & TONJA WILLIAMS ALAN & TONJ WILLIAMS 600 0.00
ALAN PETER ALAN PETER 6025 0.00
Add
Close

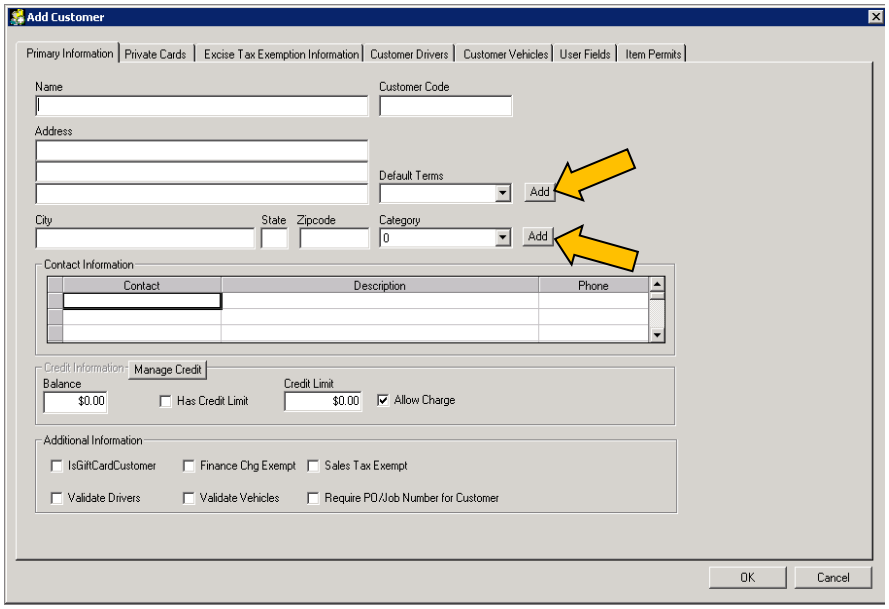
- Click **Add** at screen bottom.

OR

- Click toolbar Customers Tab, and then click **Add a Customer** on menu.

Then:

- **Add Customer** screen displays:



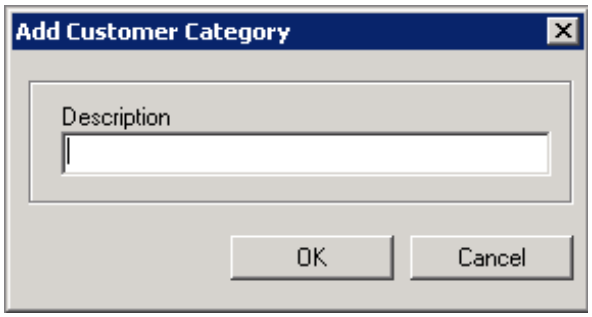
1. As appropriate, type or select the following **required** Primary Information tab customer information:

   Name: Business name or individual last and first names.

   Customer Code: Unique code identifying customer.

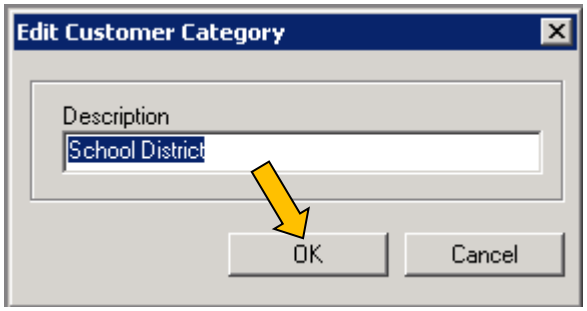
   Category: Unique name or brief narrative identifying category.

2. To add category to those listed, go to Step 3; else, go to Step 6.
3. Click **Add** at right of **Category** window; **Add Customer Category** screen displays:



4. Type the following:

   Description: Unique name or brief narrative identifying entry.



5. Click **OK** at screen bottom update information.
6. To add additional (optional) Primary Information tab information, go to Step 7; else, go to Step 20.
7. As appropriate, type or select the following customer information:

   Address: Street number and name, and unit number, if applicable (e.g., 1011 Helderberg Ave #103').

   City: Address city name.

   State: Address two character state code (e.g., 'AZ').

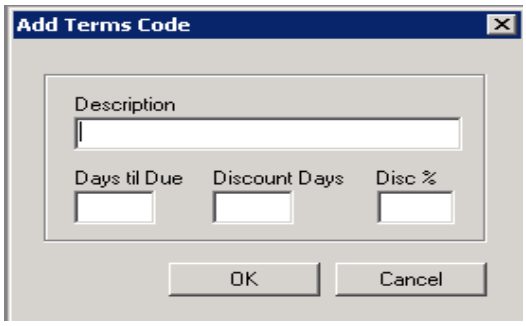
   Zipcode: Address five-digit postal code.

   Contact: Contact last and first names and/or title (e.g., "Jones, Stephanie, Supervisor', 'Owner', etc.).

   Description: Contact email address and/or site location (e.g., 'Building 101A').

   Phone: Area code and telephone number (e.g., '310-555-3434').

   Default Terms: Code indicating customer invoice payment terms (e.g., 'Net 30').
8. To add default terms to those displayed, go to Step 9; else, go to Step 12.
9. Click **Add** at right of **Default Terms** window; **Add Terms Code** screen displays:



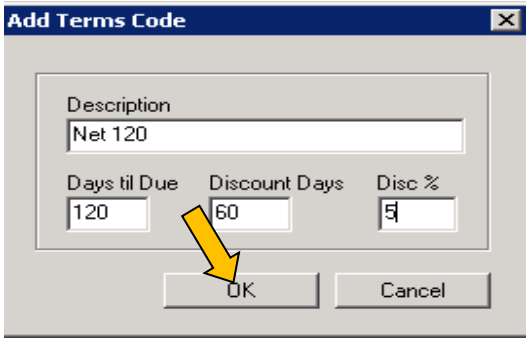
10. Type the following:

    Description: Unique name or brief narrative identifying item.

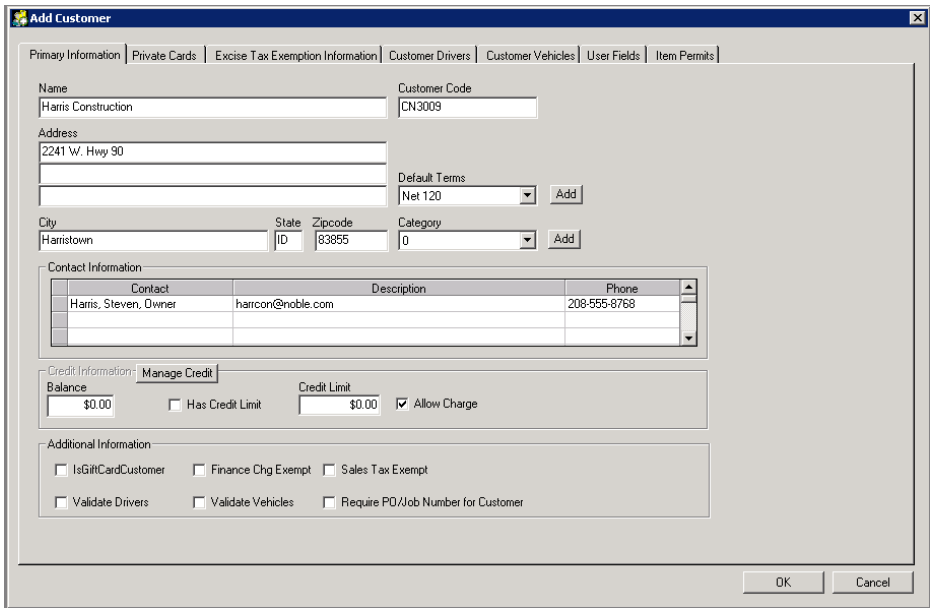
    Days til Due: Number of days until payment due.

    Discount Days: Number of days payment due to receive discount.

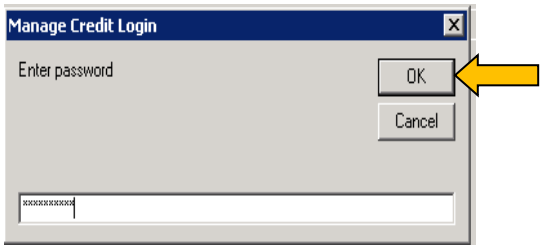
    Disc %: Discount percent if payment received within specified **Discount Days** value.



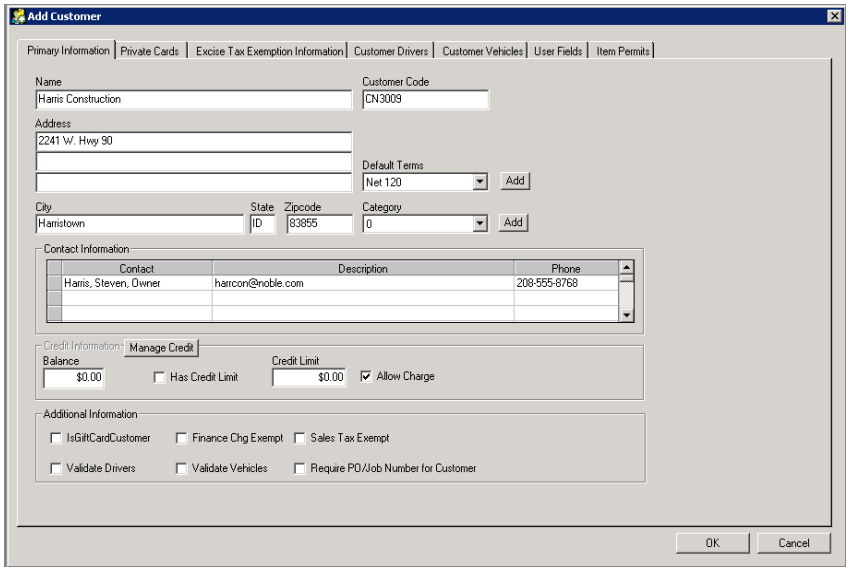
11. Click **OK** at screen bottom to update information; **Add Customer** screen redisplays:



12. To add customer credit information, go to Step 13 (*requires special logon and password*); else, go to Step 17.
13. Click **Manage Credit**; **Manage Credit Login** screen displays:



14. Type password, and then click **OK**; **Add Customer** screen redisplays:



15. As appropriate, type or select the following:

    Has Credit Limit: Account has credit limit.

    Credit Limit: Account credit limit dollar amount.

    Allow Charge: Allow use of payment cards (for POS *only*).

16. To input additional information, go to Step 17; else, go to Step 18.
17. As appropriate, select the following:

    IsGiftCardCustomer: Account uses payment cards as gift cards (for POS *only*).

    Finance Chg Exempt: Account exempt from finance charges.

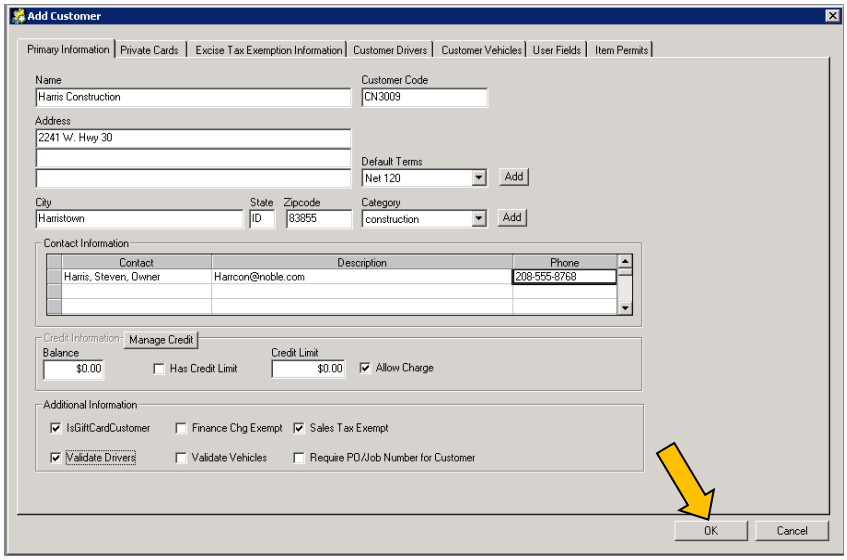
    Sales Tax Exempt: Account exempt from sales tax.

    Validate Drivers: Account requires driver PIN entry for card use.

    Validate Vehicles: Account requires driver Vehicle Number entry for card use.

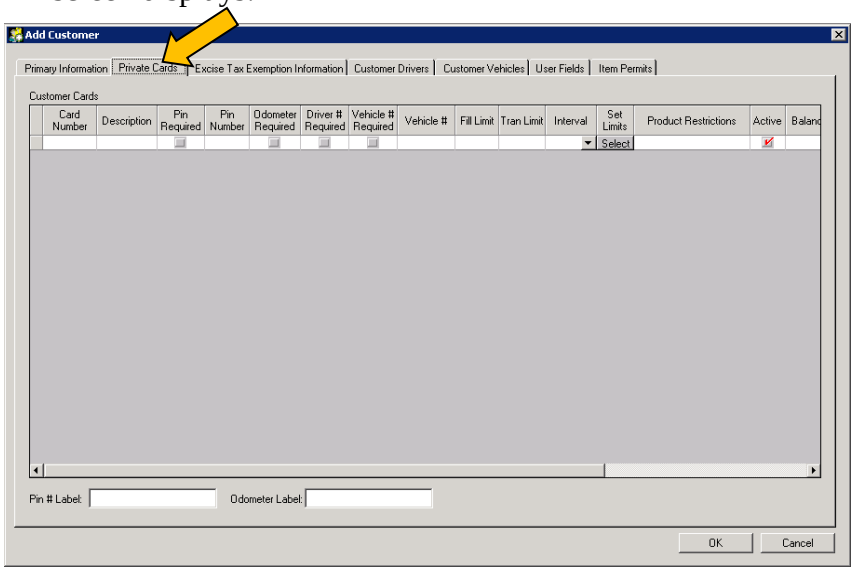
Require PO/Job Number for Customer: Account requires Purchase Order or Job Number validation for card use (for POS *only*).

18. To continue adding other tab information, go to Step 19; else, go to Step 51.



19. If proprietary card account, go to Step 20; else, go to Step 37.

20. Click Private Cards tab at screen top; **Add Customer** Private Cards tab screen displays:



21. Type the following **required** information for *each* issued card (*omit leading zeros*):

    Card Number: Maximum 9-digit, unique number identifying card.

22. To add additional (optional) private card information, go to Step 23; else go to Step 37.

23. As appropriate, type or select the following for *each* issued card:

Description: Unique name or brief narrative identifying entry.

Pin Required: Cardholder must enter **P**ersonal **I**dentification **N**umber for card use.

24. If **Pin Required** selected (immediately above), go to Step 25; else, go to Step 26.
25. Type the following:

    Pin Number: Cardholder **P**ersonal **I**dentification **N**umber.

26. As appropriate, type or select the following for *each* issued card:

    Odometer Required: Cardholder must enter vehicle odometer reading for card use.

    Driver# Required: Cardholder must enter assigned Driver Number for card use.

    Vehicle# Required: Cardholder must enter assigned Vehicle Number for card use.

27. If **Vehicle# Required** selected (see immediately above), go to Step 28; else, go to Step 29.
28. Type the following for *each* vehicle requiring identification entry:

    Vehicle#: Unique number identifying vehicle.

29. As appropriate, type the following:

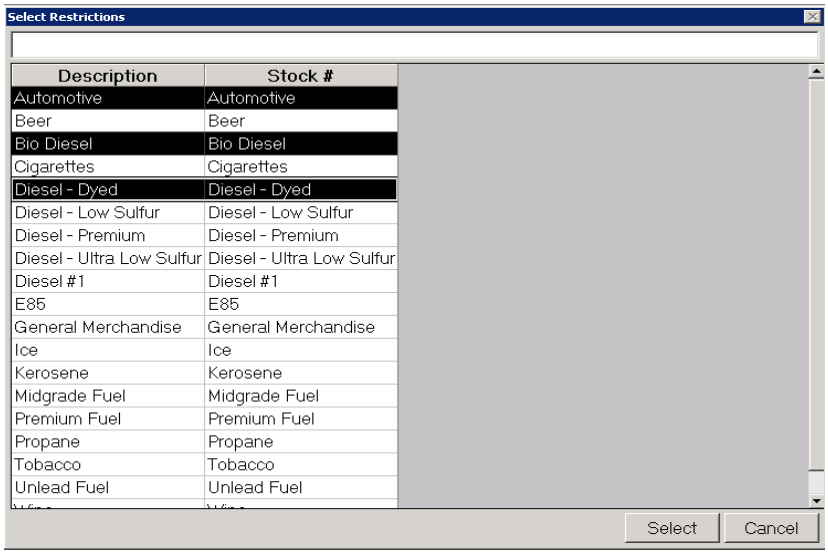
    Fill Limit: Maximum fuel gallons allowed per transaction.

    Tran Limit: Maximum transaction dollar amount allowed per **Interval** specified.

30. If **Tran Limit** value specified (see immediately above), go to Step 31; else go to Step 32.
31. Select the following:

    Interval: Time period (e.g., 'Day', 'Week', etc.) for which **Tran Limit** value applies.

32. To restrict card usage from purchase of specific inventory items, go to Step 33; else, go to Step 36.
33. Click **Select** under **Select Limits**; **Select Restrictions** screen displays:



34. Click first item and Ctrl+Click each additional item restricted from card purchase, and then click **Select** at screen bottom; **Add customer** Private Cards tab screen redisplays.

35. Review the following:

    Product Restrictions: Inventory item(s) for which card purchase restricted.

36. As appropriate, review, type or select the following:

    Active: Card active for use.

    Balance: Credit balance remaining at which to decline card usage.

    Use Balance: Decline card usage when **Balance** value reached.

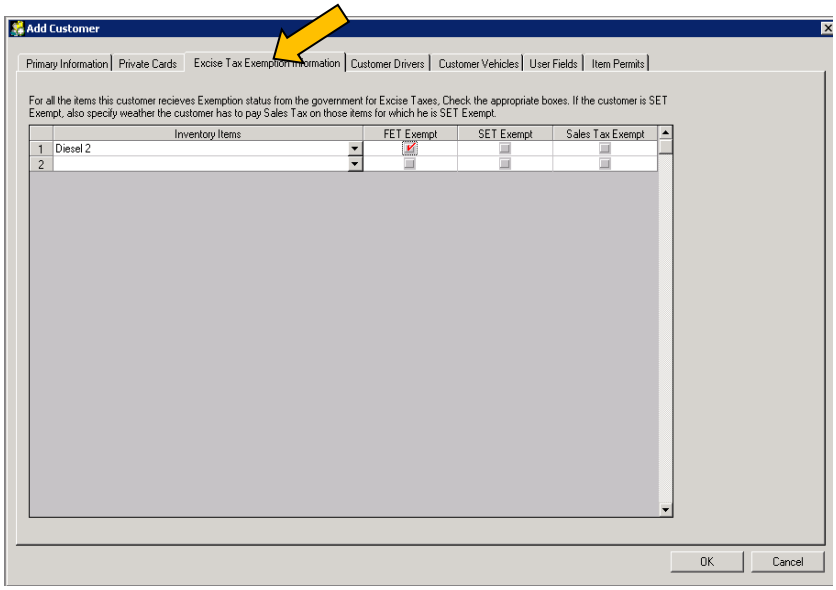
    Is Loyalty: Card is customer loyalty discount type (for POS *only*).

    Card Type: Card usage type; either Driver Card, Vehicle Card or Stand-Alone (neither Driver nor Vehicle) card.

    In Use: Restrict card usage to one fueling pump at a time.

37. To enter customer excise tax exemption information, go to Step 38; else, go to Step 40.

38. Click Excise Tax Exemption Information tab at screen top; **Add Customer** Excise Tax Exemption Information tab screen displays:


Add Customer
Primary Information
Private Cards
Excise Tax Exemption Information
Customer Drivers
Customer Vehicles
User Fields
Item Permits
For all the items this customer recieves Exemption status from the government for Excise Taxes, Check the appropriate boxes. If the customer is SET Exempt, also specify weather the customer has to pay Sales Tax on those items for which he is SET Exempt.
Inventory Items
FET Exempt
SET Exempt
Sales Tax Exempt
1
Diesel 2
2
OK
Cancel

39. As appropriate, select the following:

    Inventory Items: Inventory items for which customer tax exempt.

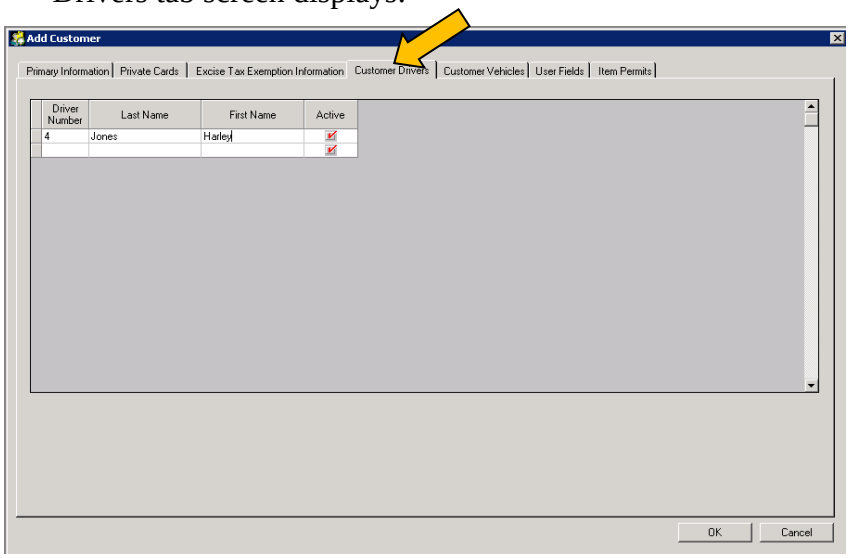
    FET Exempt: Customer is Federal Excise Tax exempt for selected inventory item.

    SET Exempt: Customer is State Excise Tax exempt for selected inventory item.

    Sales Tax Exempt: Customer is sales tax exempt for selected inventory item.

40. To enter customer driver information, go to Step 41; else, go to Step 43.

41. Click Customer Drivers tab at screen top; **Add Customer** Customer Drivers tab screen displays:



42. As appropriate, type or select the following for *each* driver:

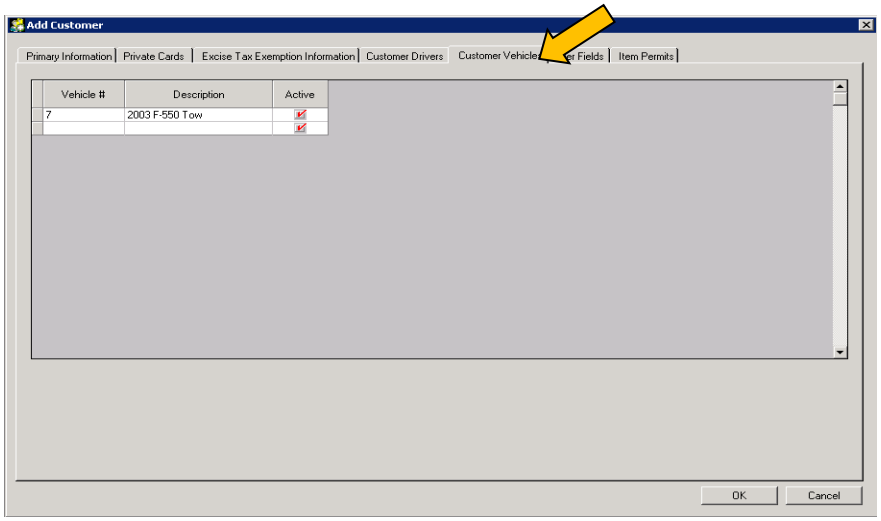
Driver Number: Unique number identifying vehicle driver.

Last Name: Driver last name.

First Name: Driver first name.

Active: Card active for this driver.

43. To enter customer vehicle information, go to Step 44; else, go to Step 45.



44. As appropriate, type or select the following for *each* vehicle:

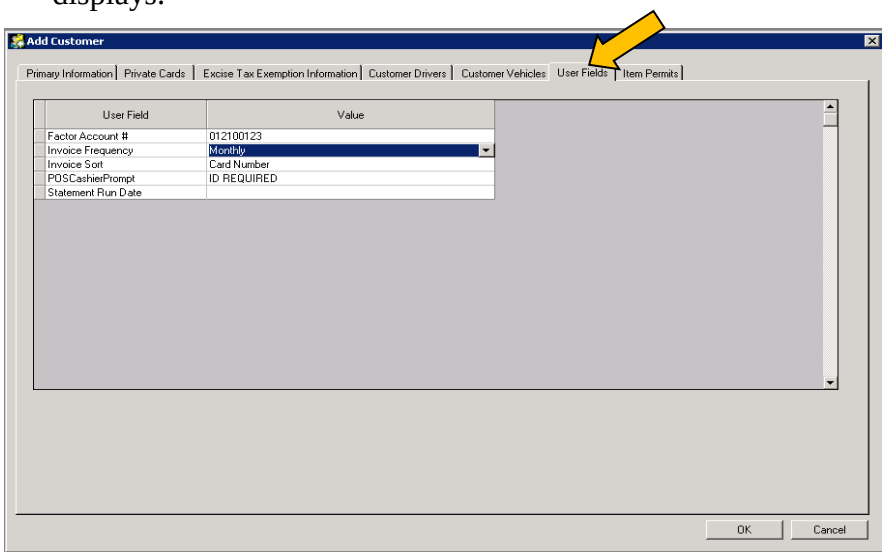
Vehicle Number: Unique number identifying vehicle.

Description: Unique name or brief narrative identifying item.

Active: Card active for this vehicle.

45. To enter customer custom accounting field information, go to Step 46; else, go to Step 48.

46. Click User Fields tab at screen top; **Add Customer** User Fields tab screen displays:



47. As appropriate, type, select or review the following:

    Factor Account #: Customer third-party software account number.

    Invoice Frequency: Customer invoicing interval.

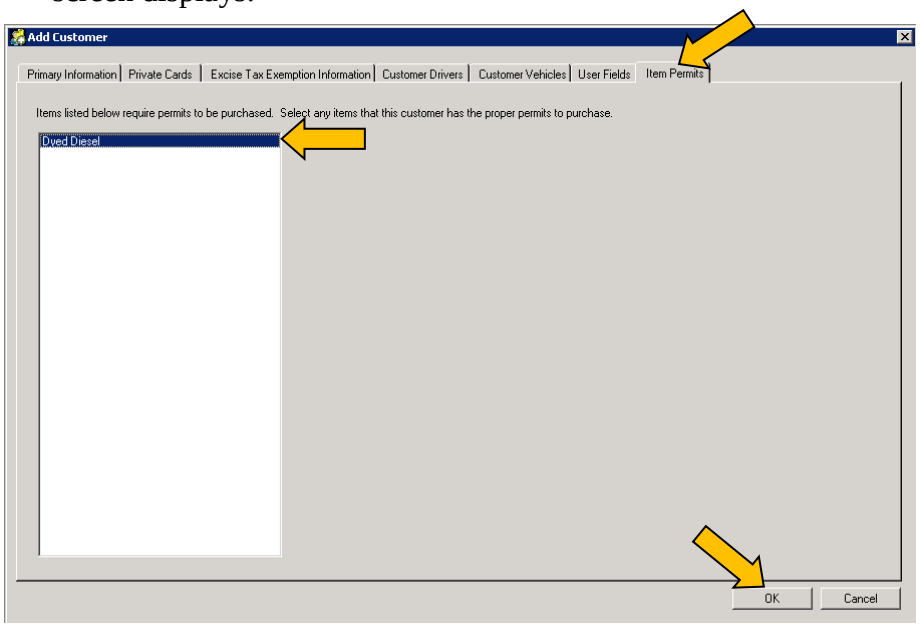
    Invoice Sort: Customer invoice sorting method.

    POSCashierPrompt: Default POS display cashier message.

    Statement Run Date: Customer statement run date.

48. To enter customer item permit information, go to Step 49; else, go to Step 51.

49. Click Item Permits tab at screen top; **Add Customer** Item Permits tab screen displays:



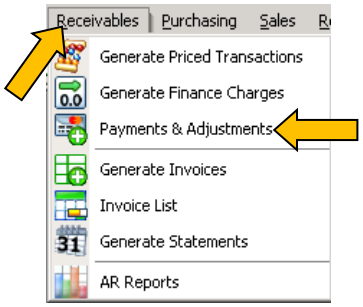
50. Click item(s) for which customer has permit to purchase.

51. Click **OK** at screen bottom.

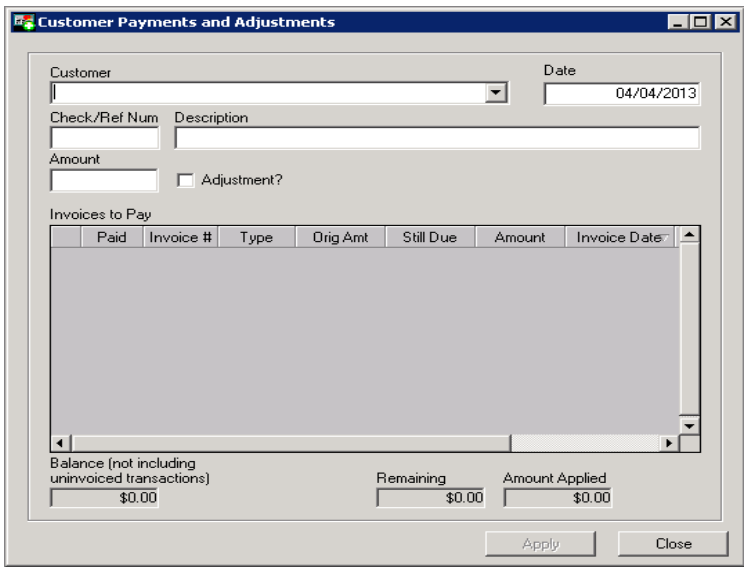
Adding Customer Account Beginning Balance

You can use DataManager's automated A/R functionality to produce card-lock and charging customer invoices and billing statements; however, new customer receivables information must first be input to ensure an accurate beginning state of accounts before using the functions DataManager provides.

1. Do one of the following:
   - To set up a balance forward for which you do not want to include finance charges, go to Step 2; *or*
   - To set up a balance forward against which you do want to apply finance charges, go to Step 10.
2. Click toolbar Receivables Tab, and then click **Payments & Adjustments** on menu.



- **Customer Payments and Adjustments** screen displays:



3. Select the following:

   Customer: Unique name identifying customer.
4. Type ‘Beginning Balance’ for the following:

   Description: Unique name or brief narrative identifying item.
5. Type the following:

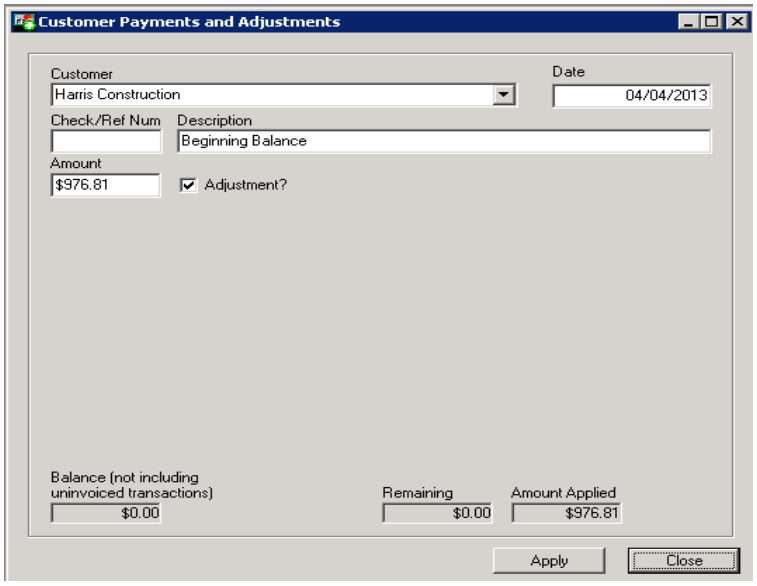
   Amount: Customer account balance forward (+/-) amount (e.g., ‘976.81’).

6. Select the following:

   Adjustment?: Specified **Amount** value is adjustment to account.

7. Review the following to confirm value matching **Amount** value (above):

   Amount Applied: Customer account balance forward amount (e.g., '$976.81').

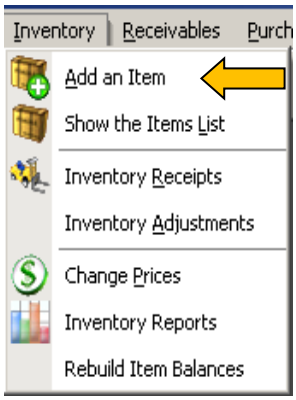


8. Click **Apply** at screen bottom; when **Verification of Posting** message displays, click **Yes**.

9. STOP!

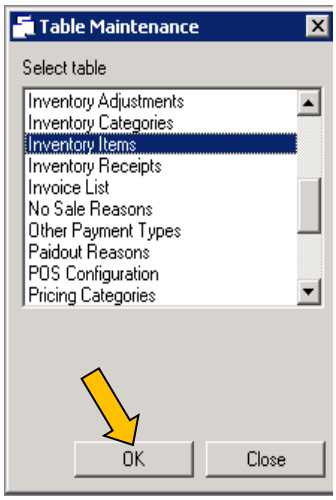
10. Input a new inventory item for beginning balance using the **Add Item** screen. You can navigate to this screen from the Main display three ways:

- Click toolbar Inventory tab, and then click **Add an Item** on menu.

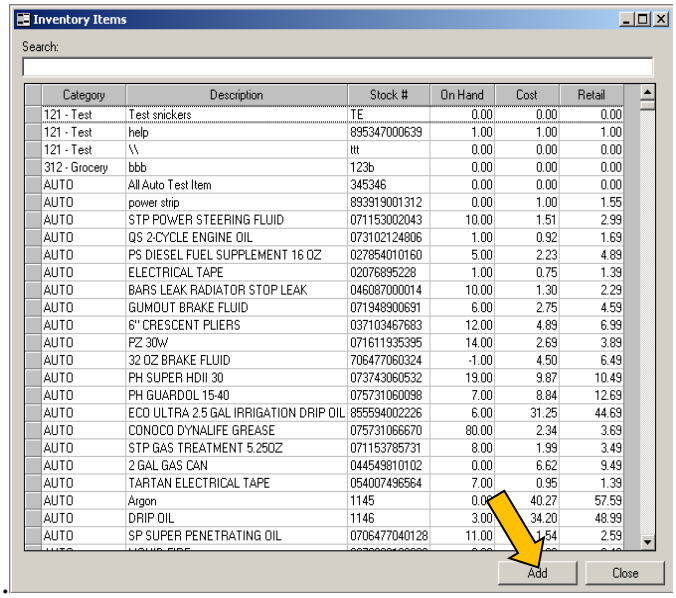


OR

- Click toolbar Table Maintenance icon; click **Inventory Items** on menu, and then click **OK** at screen bottom.



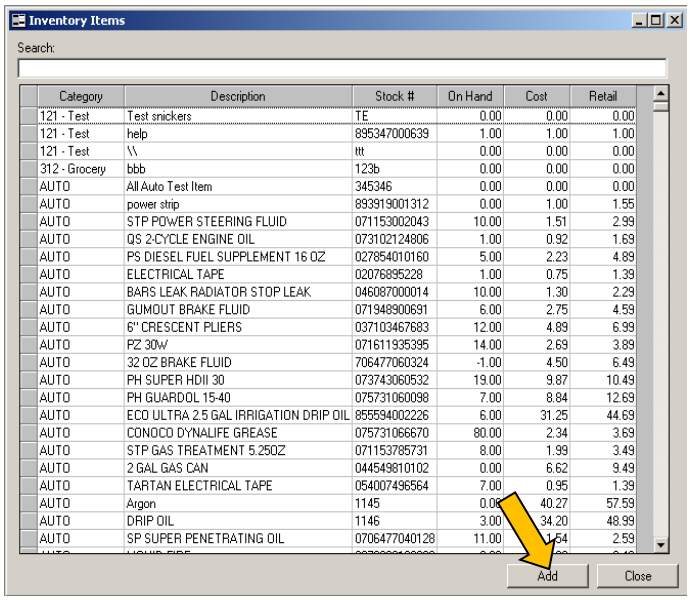
- **Inventory Items** screen displays.



- **Click Add** at screen bottom.

OR

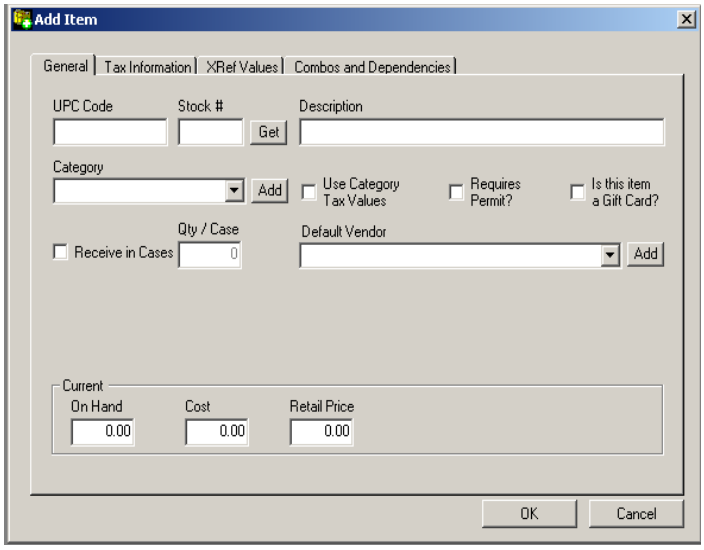
- Click toolbar Inventory icon; **Inventory Items** screen displays:



- **Click Add** at screen bottom.

Then:

- **Add Item** screen displays:



11. As appropriate, type or select the following:

    Stock #: Unique number or code identifying item. *Note: To have system assign next available sequence number, click* ***Get****.*

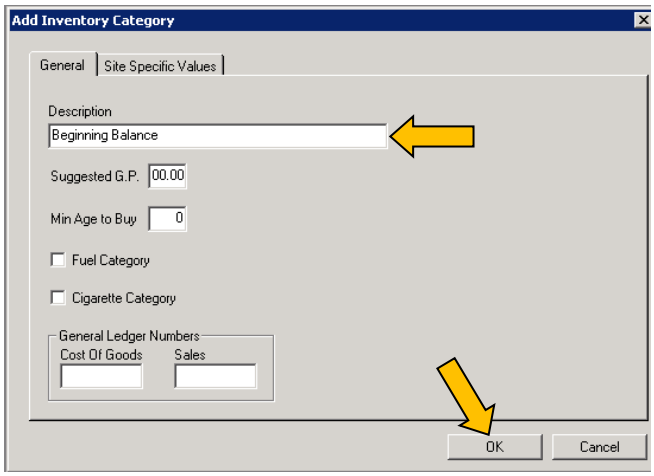
12. Type 'Beginning Balance' for the following:

    Description: Unique name or brief narrative identifying entry.

13. Select the following:

Category: Unique name or brief narrative identifying category.

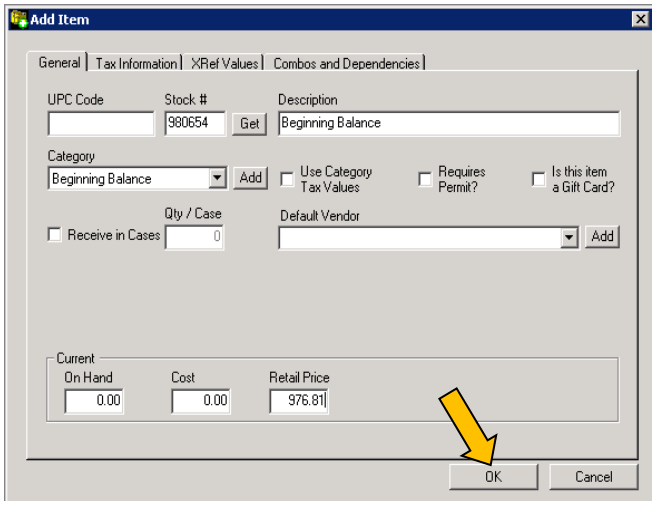
14. To add appropriate inventory category to those displayed, go to Step 15; else, go to Step 20.
15. Click **Add** at right of **Category** window; **Add Inventory Category** screen displays:



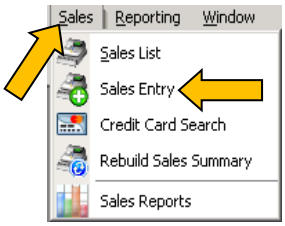
16. Type 'Beginning Balance' for the following:

Description: Unique name or brief narrative identifying entry.

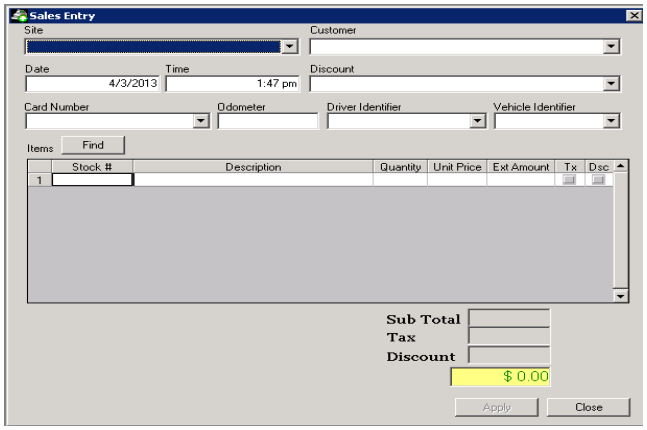
17. Click **OK** at screen bottom; **Add Item** screen redisplays:



18. Click **OK** at screen bottom.
19. Click toolbar Sales tab, and then click **Sales Entry** on menu.



- **Sales Entry** screen displays:



20. Select the following:

    Site: Unique name identifying transaction location.

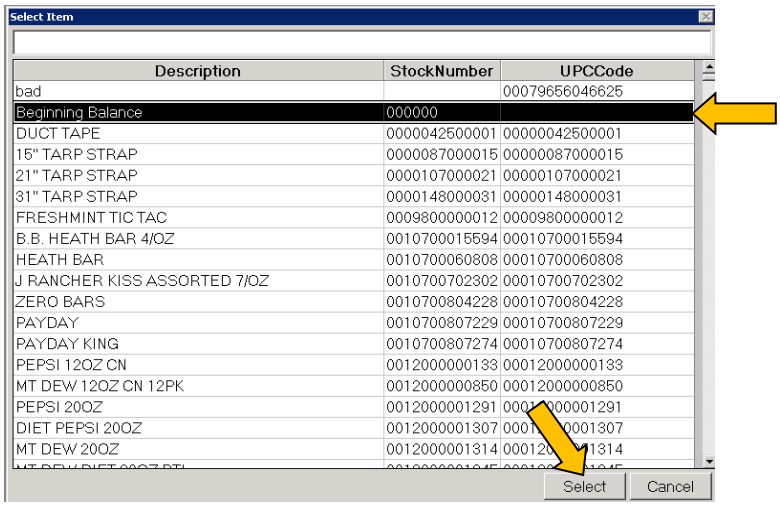
    Customer: Unique name identifying customer.

21. Either accept or overtype the following:

    Date: Sales entry date, in MM/DD/YYYY format; system default is current date.

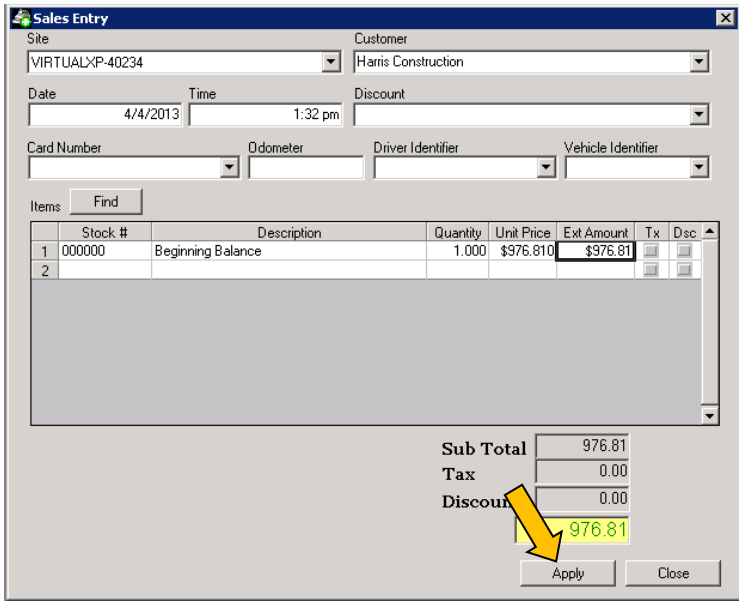
    Time: Sales entry time, in HH:MM am/pm format; system default is current time.

22. Click **Find**; **Select Item** screen displays:



23. Click appropriate ‘Beginning Balance’ from listed items.

24. Click **Select** at screen bottom; **Sales Entry** screen redisplays:



25. Type the following:

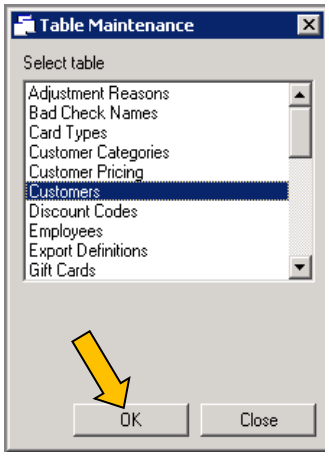
    Ext Amount: Sale extended amount (**Quantity** value x **Unit Price** value).

26. Ensure accuracy and completeness of information; when finished, click **Apply** at screen bottom to add customer balance forward to system.

Updating Customer Accounts

After adding a customer you can add to, change or remove the information you provided by first selecting a specific customer on the **Customers** screen. You can navigate to this screen from the Main display two ways:

- Click toolbar Table Maintenance icon; click **Customers** on menu, and then click **OK** at screen bottom.

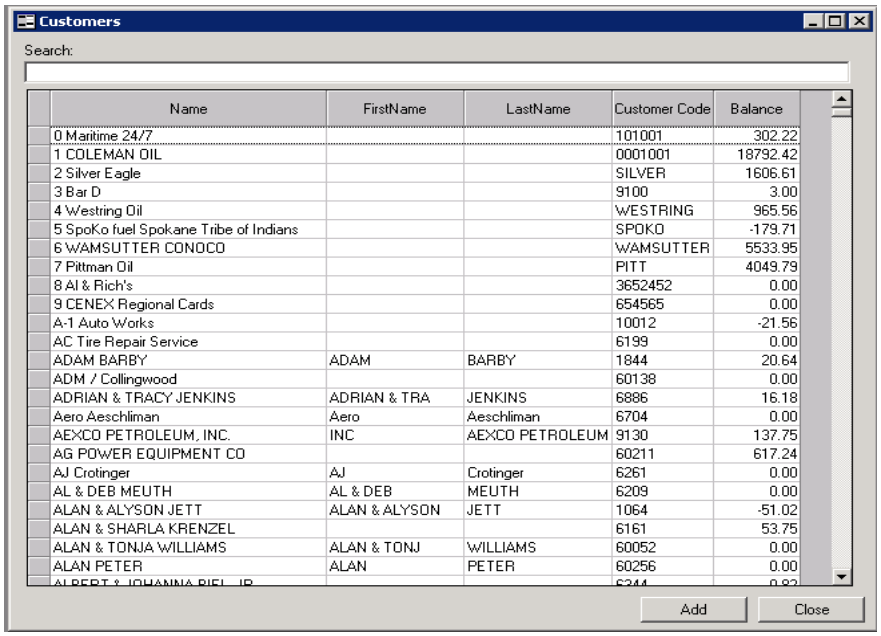


OR

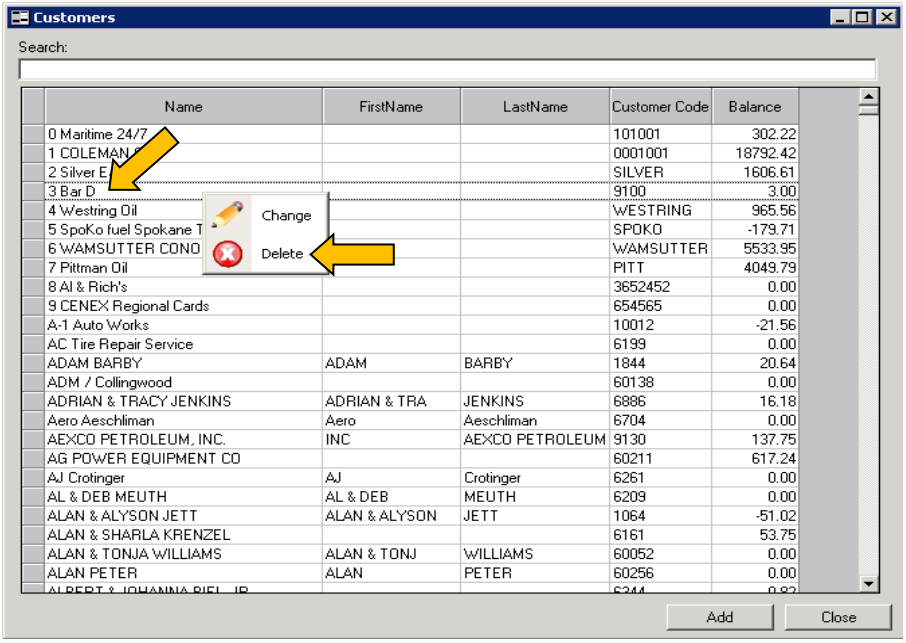
- Click toolbar Customers Tab, and then click **Show the Customer List** on menu.

Then:

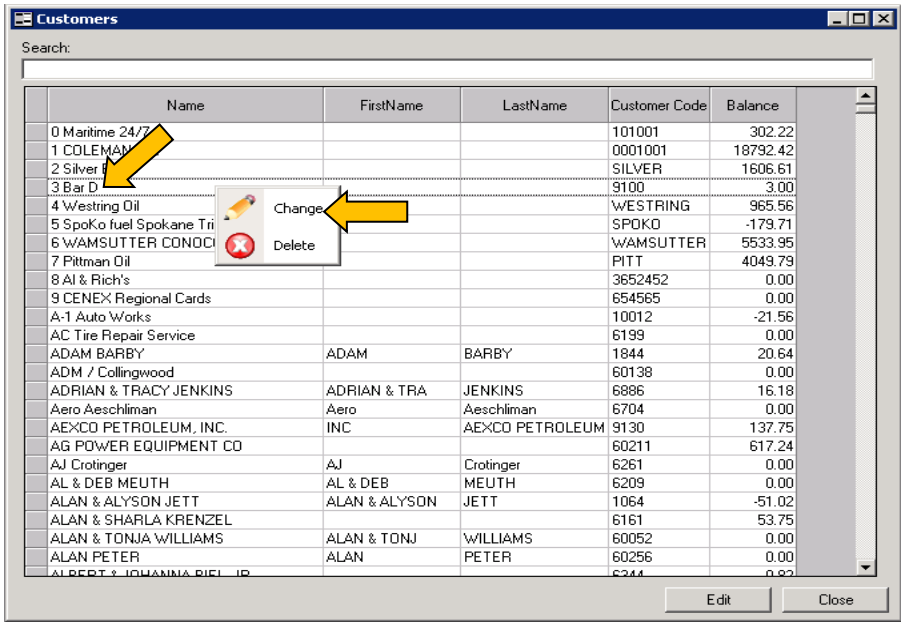
- **Customers** screen displays:


Customers
Search:
Name
FirstName
LastName
Customer Code
Balance
0 Maritime 24/7 101001 302.22
1 COLEMAN OIL 0001001 18792.42
2 Silver Eagle SILVER 1606.61
3 Bar D 9100 3.00
4 Westring Oil WESTRING 965.56
5 SpoKo fuel Spokane Tribe of Indians SPOKO -179.71
6 WAMSUTTER CONOCO WAMSUTTER 5533.95
7 Pittman Oil PITT 4049.79
8 Al & Rich's 3652452 0.00
9 CENEX Regional Cards 654565 0.00
A-1 Auto Works 10012 -21.56
AC Tire Repair Service 6199 0.00
ADAM BARBY ADAM BARBY 1844 20.64
ADM / Collingwood 60138 0.00
ADRIAN & TRACY JENKINS ADRIAN & TRA JENKINS 6886 16.18
Aero Aeschliman Aero Aeschliman 6704 0.00
AEXCO PETROLEUM, INC. INC AEXCO PETROLEUM 9130 137.75
AG POWER EQUIPMENT CO 60211 617.24
AJ Crotinger AJ Crotinger 6261 0.00
AL & DEB MEUTH AL & DEB MEUTH 6209 0.00
ALAN & ALYSON JETT ALAN & ALYSON JETT 1064 -51.02
ALAN & SHARLA KRENZEL 6161 53.75
ALAN & TONJA WILLIAMS ALAN & TONJ WILLIAMS 60052 0.00
ALAN PETER ALAN PETER 60256 0.00
Add
Close

1. Do one of the following:
   - To completely remove (delete) entry, go to Step 2; *or*
   - To update entry, go to Step 5.
2. Right-click entry to be removed.


Customers
Search:
Name
FirstName
LastName
Customer Code
Balance
0 Maritime 24/7 101001 302.22
1 COLEMAN 0001001 18792.42
2 Silver E SILVER 1606.61
3 Bar D 9100 3.00
4 Westring Oil WESTRING 965.56
5 SpoKo fuel Spokane T SPOKO -179.71
6 WAMSUTTER CONO WAMSUTTER 5533.95
7 Pittman Oil PITT 4049.79
8 Al & Rich's 3652452 0.00
9 CENEX Regional Cards 654565 0.00
A-1 Auto Works 10012 -21.56
AC Tire Repair Service 6199 0.00
ADAM BARBY ADAM BARBY 1844 20.64
ADM / Collingwood 60138 0.00
ADRIAN & TRACY JENKINS ADRIAN & TRA JENKINS 6886 16.18
Aero Aeschliman Aero Aeschliman 6704 0.00
AEXCO PETROLEUM, INC. INC AEXCO PETROLEUM 9130 137.75
AG POWER EQUIPMENT CO 60211 617.24
AJ Crotinger AJ Crotinger 6261 0.00
AL & DEB MEUTH AL & DEB MEUTH 6209 0.00
ALAN & ALYSON JETT ALAN & ALYSON JETT 1064 -51.02
ALAN & SHARLA KRENZEL 6161 53.75
ALAN & TONJA WILLIAMS ALAN & TONJ WILLIAMS 60052 0.00
ALAN PETER ALAN PETER 60256 0.00
Change
Delete
Add
Close

3. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog; selected item removed.
4. STOP!
5. Right-click entry to be updated.


Customers
Search:
Name
FirstName
LastName
Customer Code
Balance
0 Maritime 24/7 101001 302.22
1 COLEMAN 0001001 18792.42
2 Silver E SILVER 1606.61
3 Bar D 9100 3.00
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7 Pittman Oil PITT 4049.79
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ALAN & ALYSON JETT ALAN & ALYSON JETT 1064 -51.02
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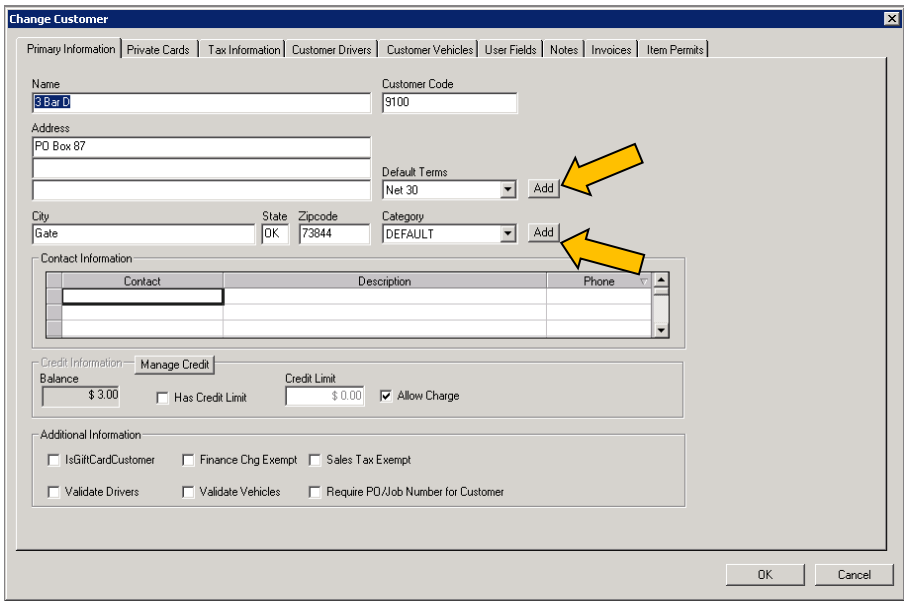
ALAN & TONJA WILLIAMS ALAN & TONJ WILLIAMS 60052 0.00
ALAN PETER ALAN PETER 60256 0.00
Change
Delete
Edit
Close

6. Click **Change** icon; **Change Customer** screen displays:



7. As appropriate, change the following customer primary information:

   Name: Business name or individual last name and first names.

   Customer Code: Unique code identifying customer.

   Category: Unique name or brief narrative identifying category.

8. As appropriate, add, change or remove the following customer primary information:

   Address: Street number and name, and unit number, if applicable (e.g., 1011 Helderberg Ave #103').

   City: Address city name.

   State: Address two character state code (e.g., 'AZ').

   Zipcode: Address five-digit postal code.

   Contact: Contact last and first name and/or title (e.g., "Jones, Stephanie, Supervisor', 'Owner', etc.).

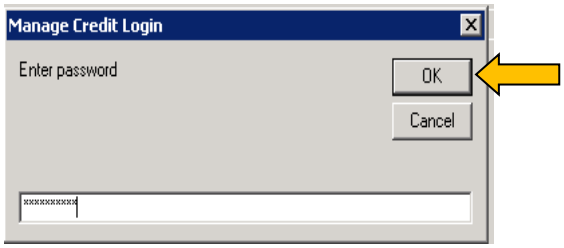
   Description: Contact email address and/or site location (e.g., 'Building 101A').

   Phone: Area code and telephone number (e.g., '310-555-3434').

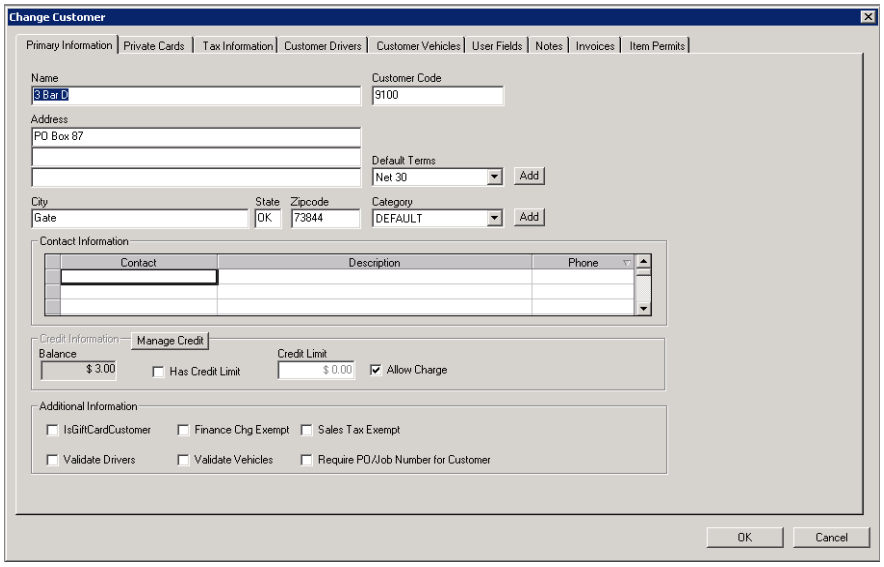
   Default Terms: Code indicating customer invoice payment terms (e.g., 'Net 30').

9. To change customer credit information, go to Step 10 (*requires special logon and password*); else, go to Step 13.

10. Click **Manage Credit**; **Manage Credit Login** screen displays:



11. Type password, and then click **OK**; **Change Customer** screen redisplays:



12. As appropriate, add, change or remove the following:

    Has Credit Limit: Account has credit limit.

    Credit Limit: Account credit limit dollar amount.

    Allow Charge: Allow use of payment cards (for POS *only*).

13. To change more customer primary information, go to Step 14; else, go to Step 15.

14. As appropriate, add, change or remove the following:

    IsGiftCardCustomer: Account uses payment cards as gift cards (for POS *only*).

    Finance Chg Exempt: Account exempt from finance charges.

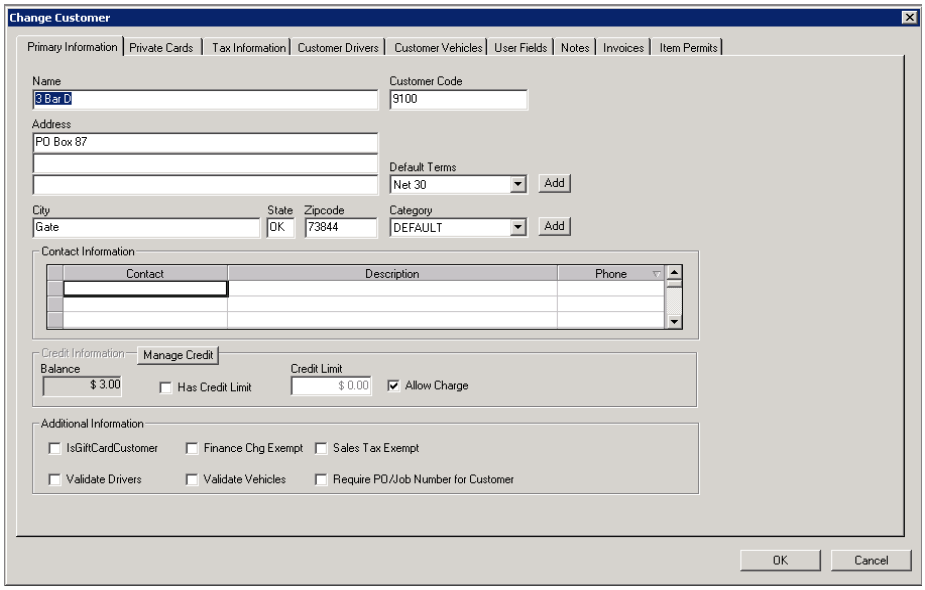
    Sales Tax Exempt: Account exempt from sales tax.

    Validate Drivers: Account requires driver PIN entry for card use.

    Validate Vehicles: Account requires driver Vehicle Number entry for card use.

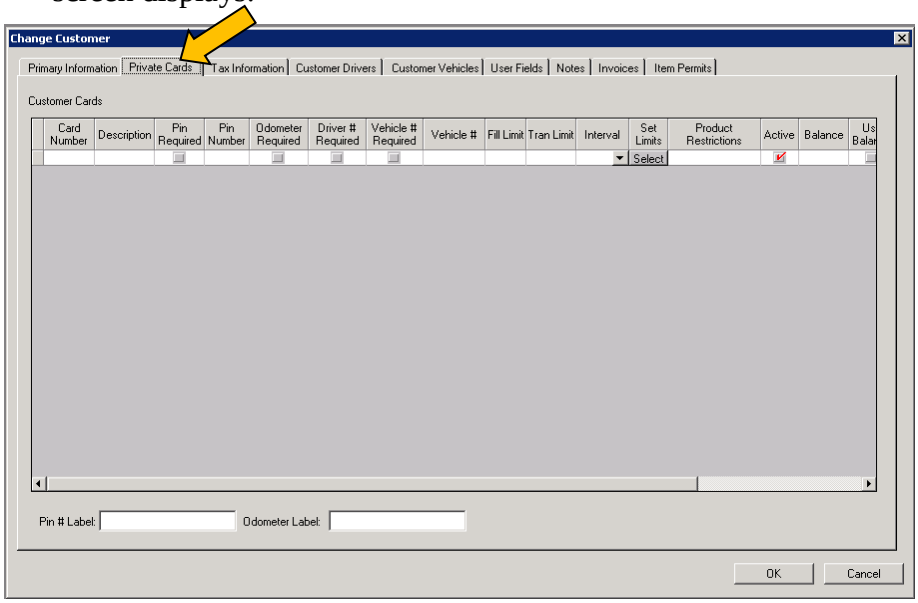
    Require PO/Job Number for Customer: Account requires Purchase Order or Job Number validation for card use (for POS *only*).

15. To continue updating customer information, go to Step 16; else, go to Step 49.



16. To make changes to customer proprietary card information, go to Step 17; else, go to Step 34.

17. Click Private Cards tab at screen top; **Change Customer** Private Cards tab screen displays:



18. As appropriate, change the following for *each* card displayed (*omit leading zeros*):

    Card Number: Unique number identifying card.

19. To update additional private card information, go to Step 20; else go to Step 34.

20. As appropriate, add, change or remove the following:

    Description: Unique name or brief description identifying card.

    Pin Required: Cardholder must enter **P**ersonal **I**dentification **N**umber for card use.

21. If **Pin Required** selected (immediately above), go to Step 22; else, go to Step 23.

22. Type the following:

    Pin Number: Cardholder **P**ersonal **I**dentification **N**umber.

23. As appropriate, add, change or remove the following:

    Odometer Required: Cardholder must enter vehicle odometer reading for card use.

    Driver# Required: Cardholder must enter assigned Driver Number for card use.

    Vehicle# Required: Cardholder must enter assigned Vehicle Number for card use.

24. If **Vehicle# Required** selected (see immediately above), go to Step 25; else, go to Step 26.

25. Type the following:

    Vehicle#: Unique number identifying vehicle.

26. As appropriate, add, change or remove the following:

    Fill Limit: Maximum fuel gallons allowed per transaction.

    Tran Limit: Maximum transaction dollar amount allowed per **Interval** specified.

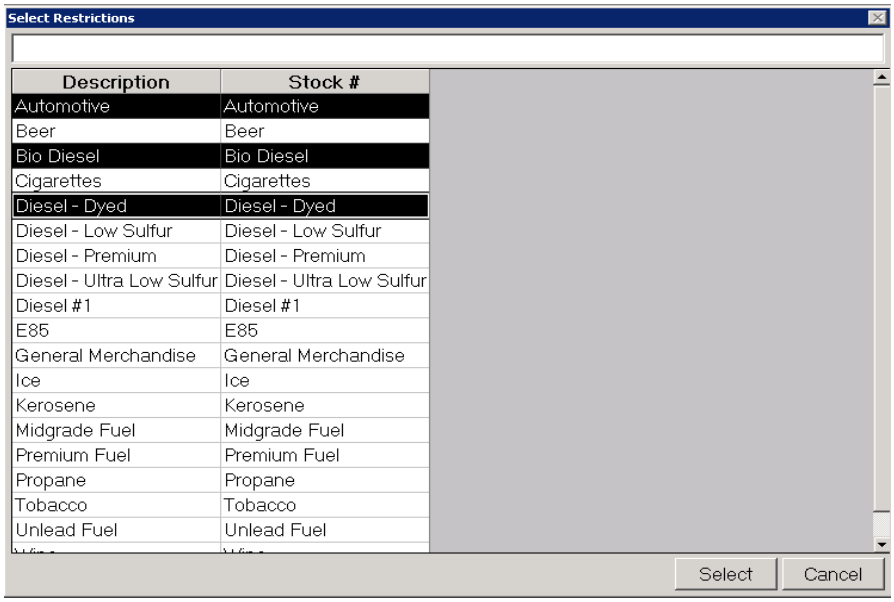
27. If **Tran Limit** value specified (see immediately above), go to Step 28; else go to Step 29.

28. Select the following:

    Interval: Time period (e.g., 'Day', 'Week', etc.) for which **Tran Limit** value applies.

29. To update restricted card usage information, go to Step 30; else, go to Step 33.

30. Click **Select** under **Select Limits**; **Select Restrictions** screen displays:



31. Click and Ctrl+Click items restricted from card purchase, and then click **Select** at screen bottom; **Change Customer** Private Cards tab screen redisplays.
32. Review the following:

    Product Restrictions: Inventory item(s) for which card purchase restricted.
33. As appropriate, add, change or remove the following:

    Active: Card active for use.

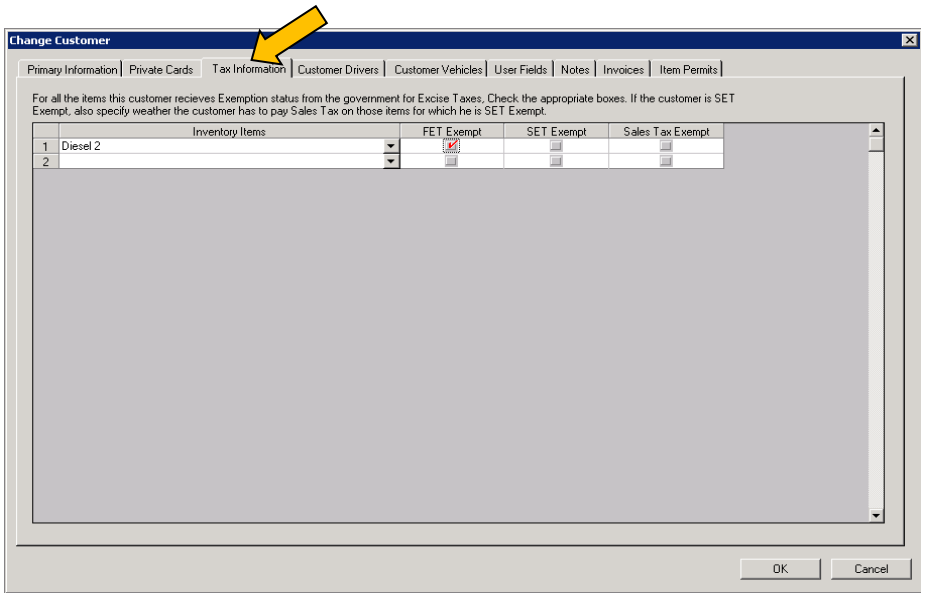
    Balance: Credit balance remaining at which to decline card usage.

    Use Balance: Decline card usage when **Balance** value reached.

    Is Loyalty: Card is customer loyalty discount type (for POS *only*).

    Card Type: Card usage type; either Driver Card, Vehicle Card or Stand-Alone (neither Driver nor Vehicle) card.

    In Use: Restrict card usage to one fueling pump at a time.
34. To change customer tax information, go to Step 35; else, go to Step 37.
35. Click Tax Information tab at screen top; **Change Customer** Tax Information tab screen displays:



36. As appropriate, add, change or remove the following:

    Inventory Items: Inventory items for which customer tax exempt.

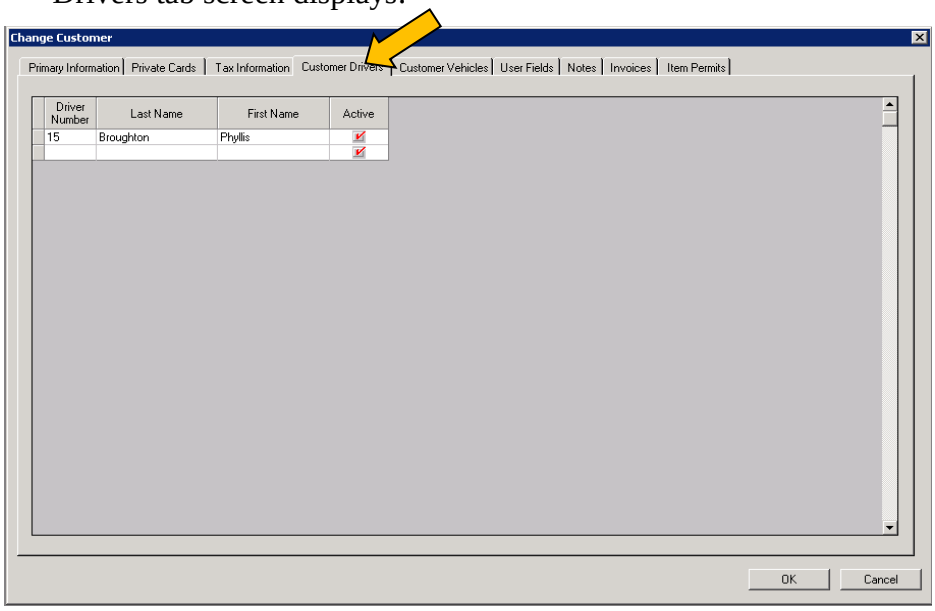
    FET Exempt: Customer is Federal Excise Tax exempt for selected inventory item.

    SET Exempt: Customer is State Excise Tax exempt for selected inventory item.

    Sales Tax Exempt: Customer is sales tax exempt for selected inventory item.

37. To update customer driver information, go to Step 38; else, go to Step 40.

38. Click Customer Drivers tab at screen top; **Change Customer** Customer Drivers tab screen displays:



39. As appropriate, add, change or remove the following:

    Driver Number: Unique number identifying driver.

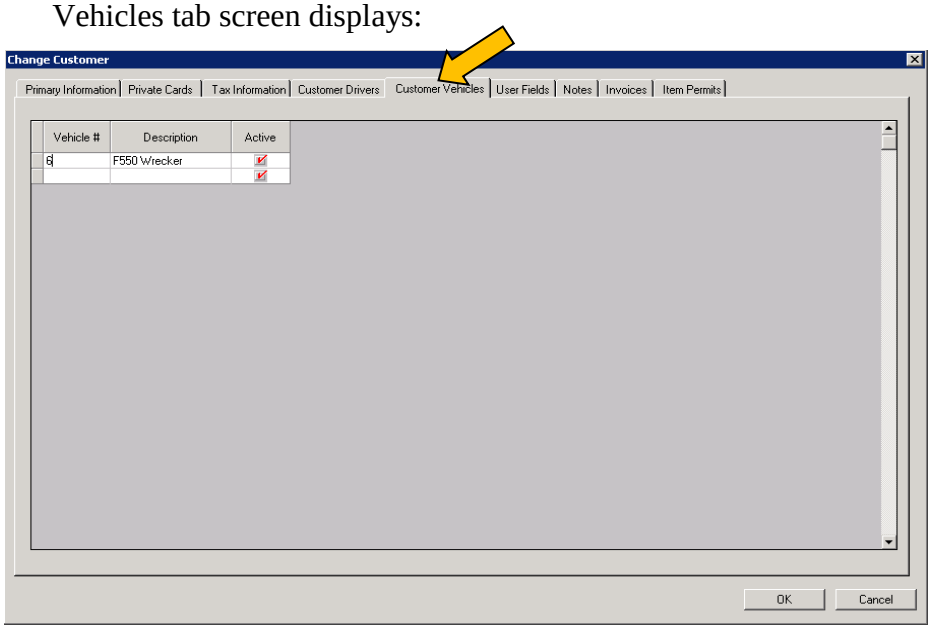
    Last Name: Driver last name.

    First Name: Driver first name.

    Active: Card active for this driver.

40. To update customer vehicle information, go to Step 41; else, go to Step 43.

41. Click Customer Vehicles tab at screen top; **Change Customer** Customer Vehicles tab screen displays:



42. As appropriate, add, change or remove the following:

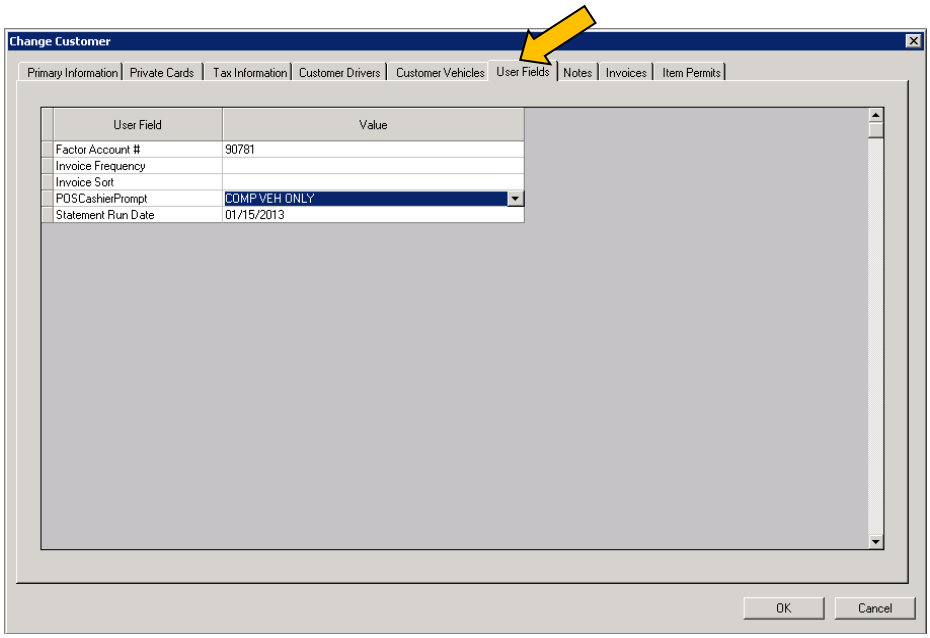
    Vehicle Number: Unique number identifying vehicle.

    Description: Unique name or brief narrative identifying item.

    Active: Card active for use.

43. To update customer custom accounting field information, go to Step 44; else, go to Step 46.

44. Click User Fields tab at screen top; **Change Customer** User Fields tab screen displays:



45. As appropriate, add, change or remove the following:

    Factor Account #: Customer third-party software account number.

    Invoice Frequency: Customer invoicing interval.

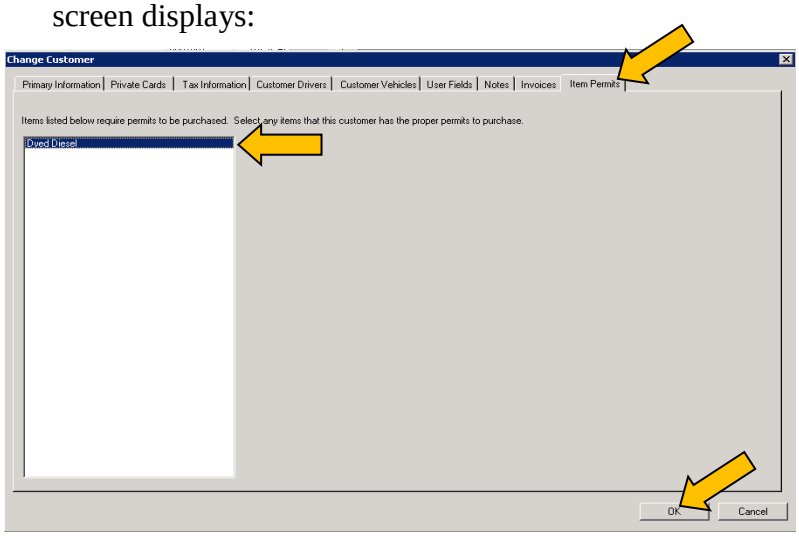
    Invoice Sort: Customer invoice sorting method.

    POSCashierPrompt: Default POS display cashier message.

    Statement Run Date: Customer statement run date.

46. To update customer item permit information, go to Step 47; else, go to Step 49.

47. Click Item Permits tab at screen top; **Change Customer** Item Permits tab screen displays:



48. Click to update item(s) for which customer has permit to purchase.

49. Click **OK** at screen bottom.

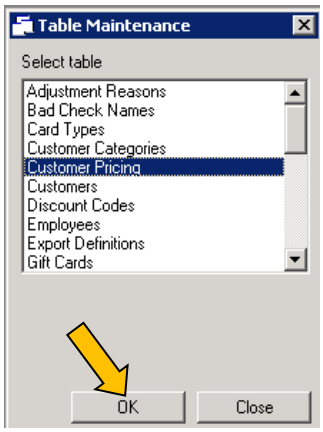
Managing Customer Pricing

Customer pricing combines previously established inventory item pricing categories and levels (see Chapter 5, *Managing Inventory Pricing Information*, above) to specify discounting for selected inventory items and item groupings. *Note: You cannot specify customer pricing if you have not yet entered inventory pricing categories and price levels.*

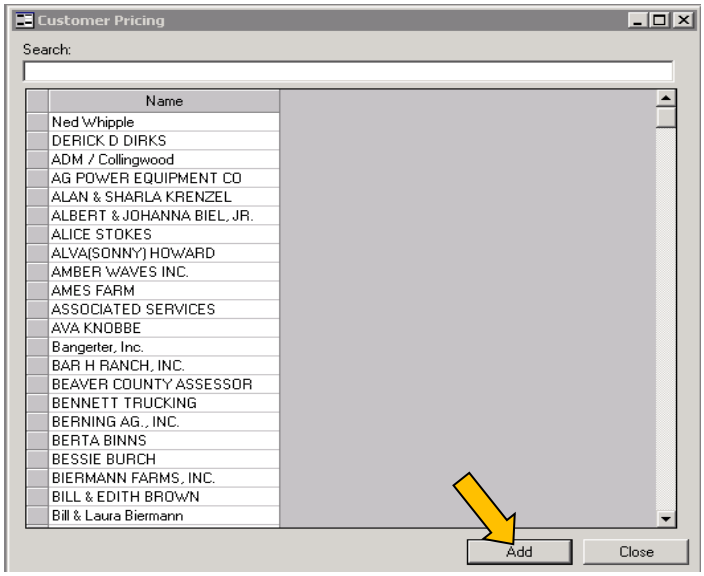
Adding Customer Pricing

You can optionally specify discount pricing for selected customers using the **Customer Pricing Maintenance** screen. You can navigate to this screen from the Main display as follows:

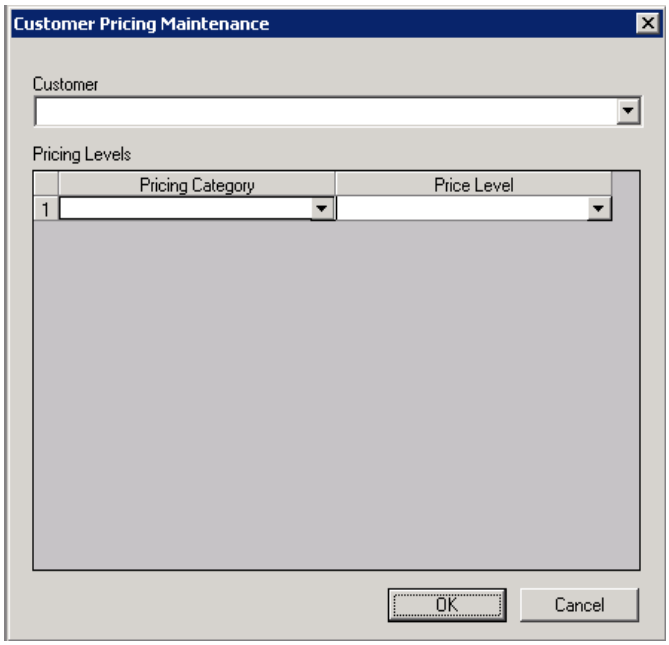
- Click toolbar Table Maintenance icon; click **Customer Pricing** on menu, and then click **OK** at screen bottom.



- **Customer Pricing** screen displays:



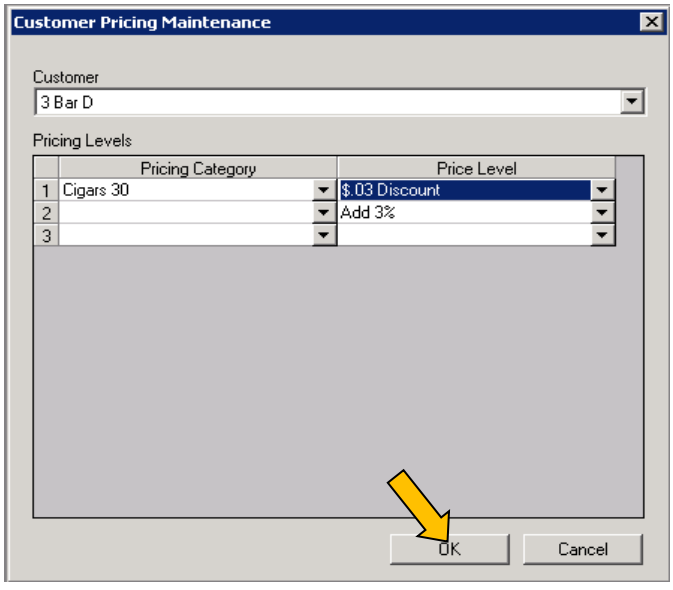
- Click **Add** at screen bottom; **Customer Pricing Maintenance** screen displays:



1. Select the following from drop-down list:
2. **Customer**: Unique name identifying customer.
3. As appropriate, select and match one or more from the following drop-down lists (*Note: You can select multiple price levels for the same pricing category to increase discount amounts*):

   Pricing Category: Unique name or brief narrative identifying category.

   Price Level: Unique name or brief narrative identifying level.

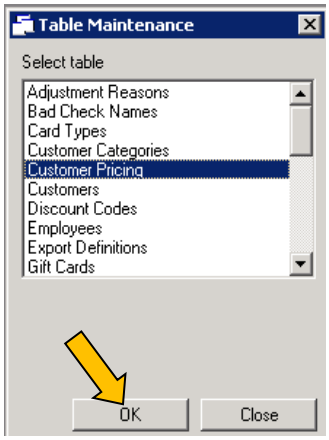


4. Click **OK** at screen bottom to add information.

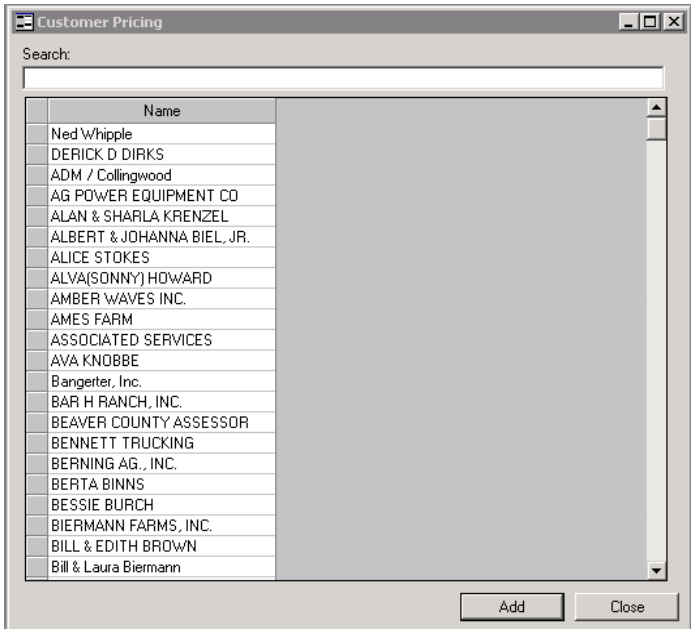
Updating Customer Pricing

After establishing discount pricing for a customer, you can add to, change or remove the information you provided by first selecting a specific customer on the **Customer Pricing** screen. You can navigate to this screen as follows:

Click toolbar Table Maintenance icon; click **Customers** on menu, and then click **OK** at screen bottom.



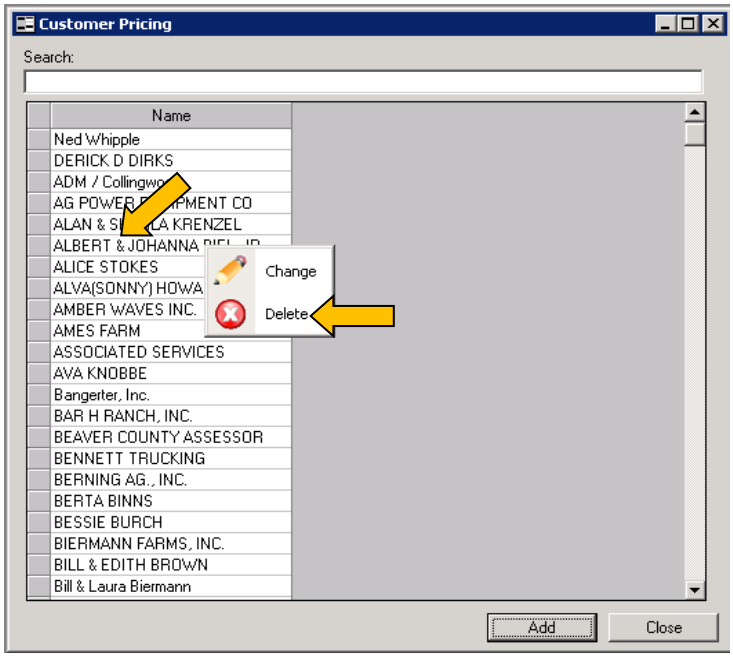
- **Customer Pricing** screen displays:



1. Do one of the following:
   - To completely remove (delete) entry, go to Step 2; *or*

- To update entry, go to Step 5.

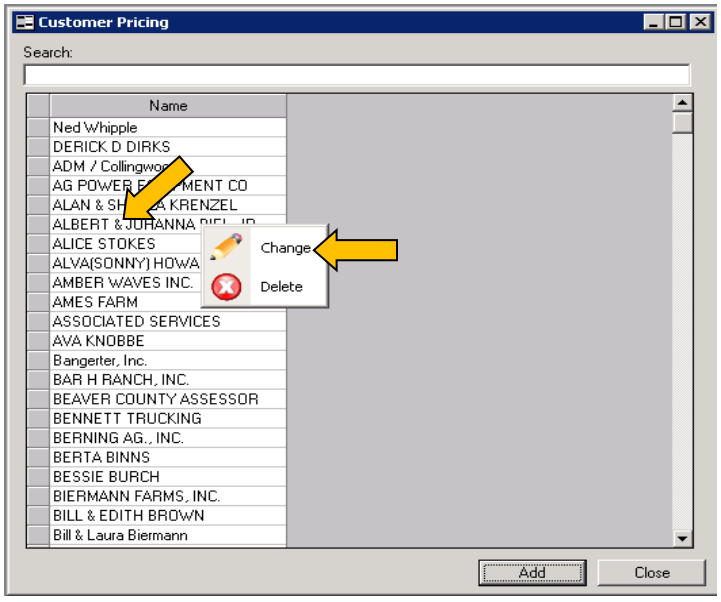
2. Right-click entry to be removed.



3. Click **Delete** icon and then click **Yes** on **Verification of Deletion** dialog; entry removed.

4. STOP!

5. Right-click entry to be updated.

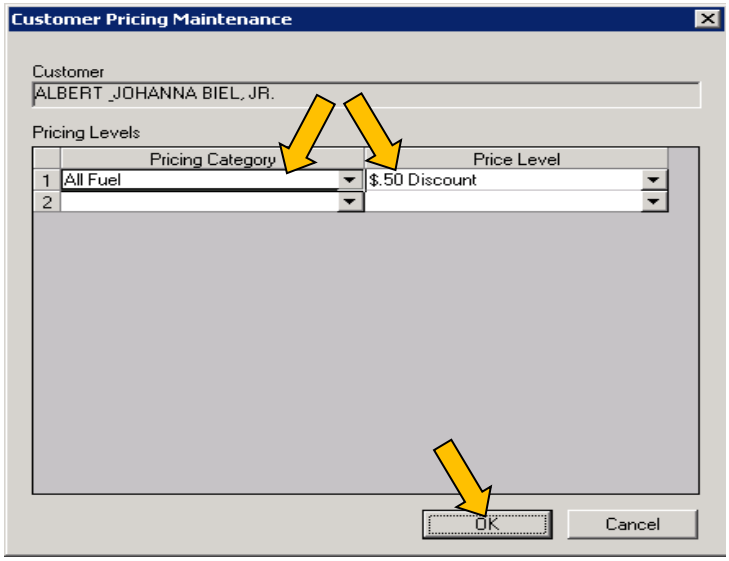


6. Click **Change** icon; **Customer Pricing Maintenance** screen displays.

7. As appropriate, select and match one or more from the following drop-down lists (*Note: You can select multiple price levels for the same pricing category to increase discount amounts*):

   Pricing Category: Unique name or brief narrative identifying category.

   Price Level: Unique name or brief narrative identifying level.

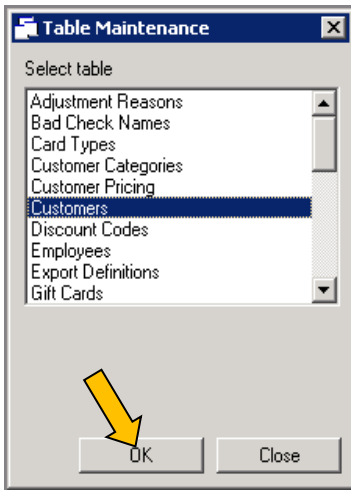


8. Click **OK** at screen bottom.

Working with Customer Notes

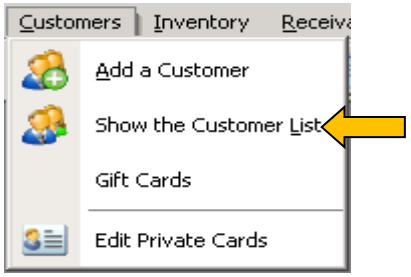
After adding a customer account you can record and review subsequent contact or correspondence history you have with that customer. You can add and/or review this information by first selecting a specific customer on the **Customers** screen. You can navigate to this screen from the Main display two ways:

- Click toolbar Table Maintenance icon; click **Customers** on menu, and then click **OK** at screen bottom.



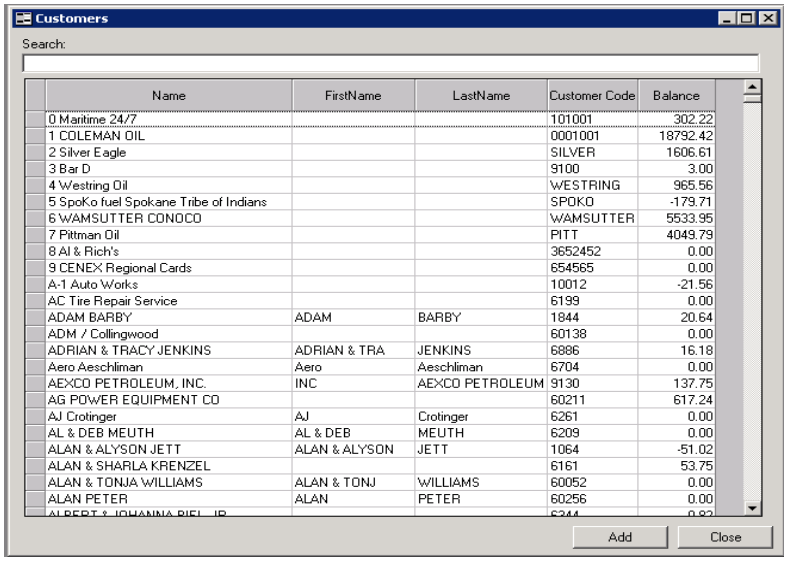
OR

- Click toolbar Customers Tab, and then click **Show the Customer List** on menu.



Then:

- **Customers** screen displays:


Customers
Search:
Name
FirstName
LastName
Customer Code
Balance
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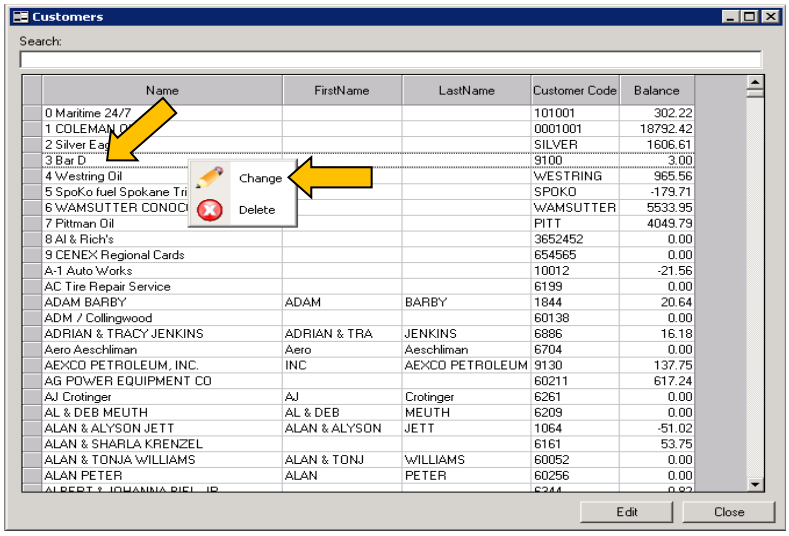
ALAN & SHARLA KRENZEL 6161 53.75
ALAN & TONJA WILLIAMS ALAN & TONJ WILLIAMS 60052 0.00
ALAN PETER ALAN PETER 60256 0.00
Add
Close

1. Right-click name of customer for whom you want to add or review notes.


Customers
Search:
Name
FirstName
LastName
Customer Code
Balance
0 Maritime 24/7 101001 302.22
1 COLEMAN O 0001001 18792.42
2 Silver Eag SILVER 1606.61
3 Bar D 9100 3.00
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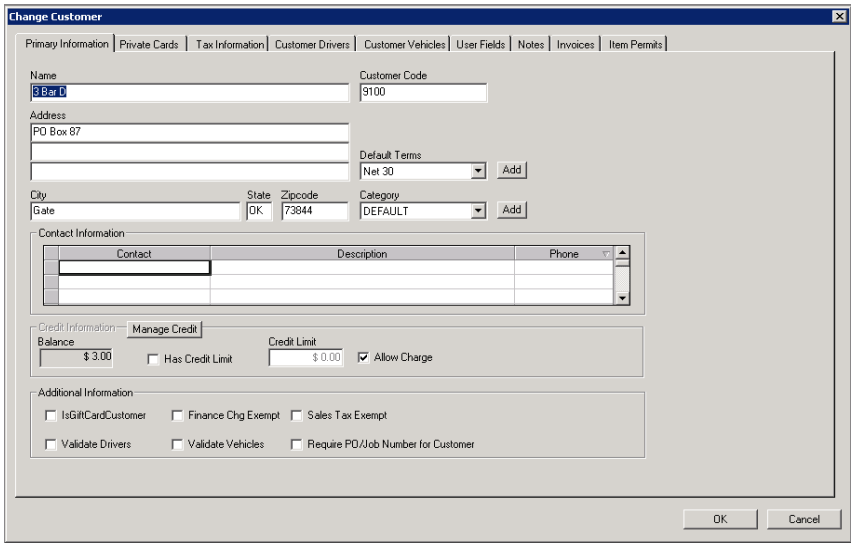
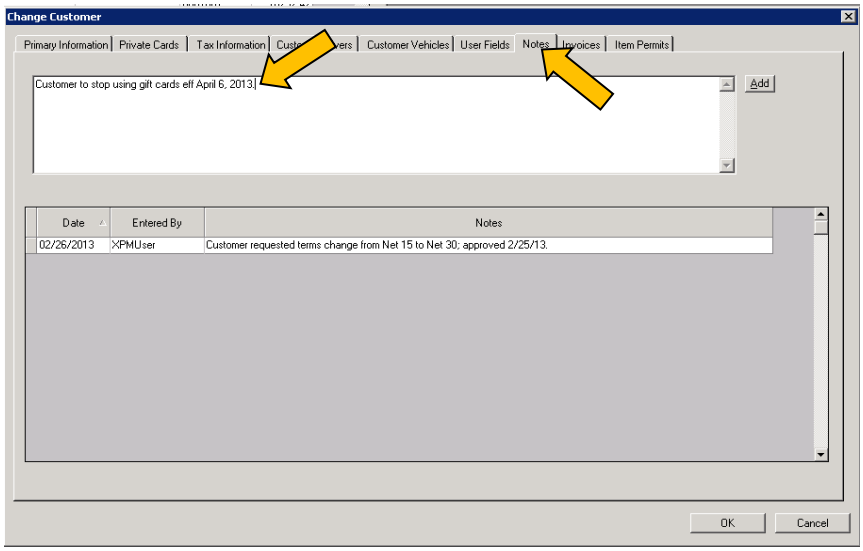
AL & DEB MEUTH AL & DEB MEUTH 6209 0.00
ALAN & ALYSON JETT ALAN & ALYSON JETT 1064 -51.02
ALAN & SHARLA KRENZEL 6161 53.75
ALAN & TONJA WILLIAMS ALAN & TONJ WILLIAMS 60052 0.00
ALAN PETER ALAN PETER 60256 0.00
Change
Delete
Edit
Close

2. Click **Change** icon; **Change Customer** screen displays:



3. Click Notes tab at screen top; **Change Customer** Notes tab screen displays:

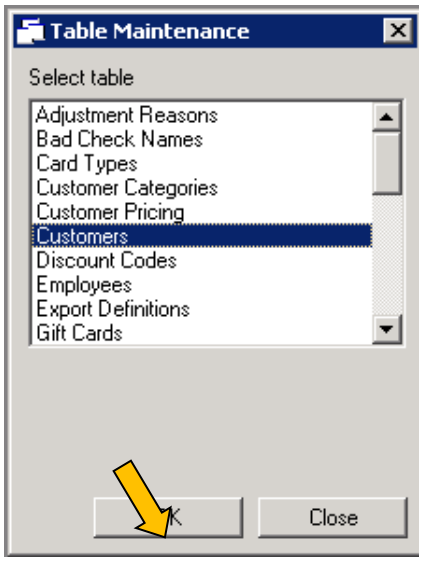


4. As appropriate:
   - Review customer notes; *and*/*or*
   - Type correspondence summary or other relevant customer contact information in large window; click **ADD** at right of window to add information to system and display in note history.
5. Click **OK** at screen bottom to update information.

Sorting Customer Accounts

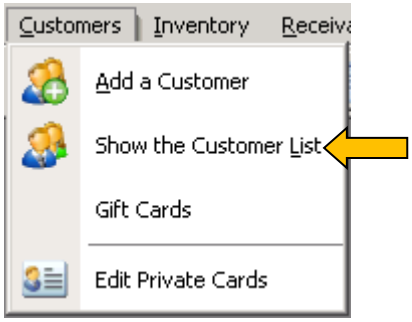
After adding customer accounts you can facilitate subsequent reference and maintenance activities by sequencing displayed **Customer List** information according to specified criteria. You specify information sort sequence by first accessing the **Customers** screen. You can navigate to this screen from the Main display two ways:

- Click toolbar Table Maintenance icon; click **Customers** on menu, and then click **OK** at screen bottom.



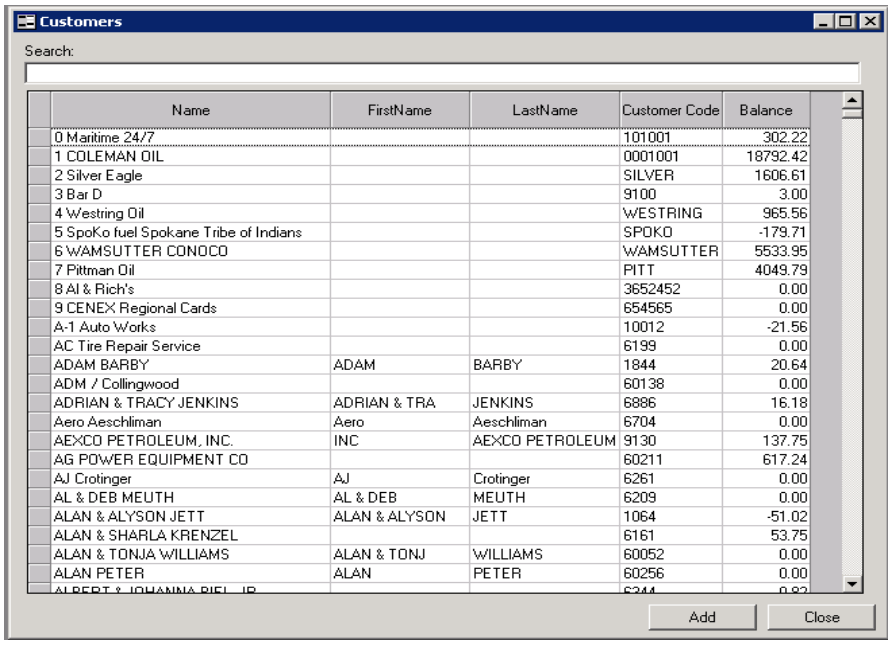
OR

- Click toolbar Customers Tab, and then click **Show the Customer List** on menu.



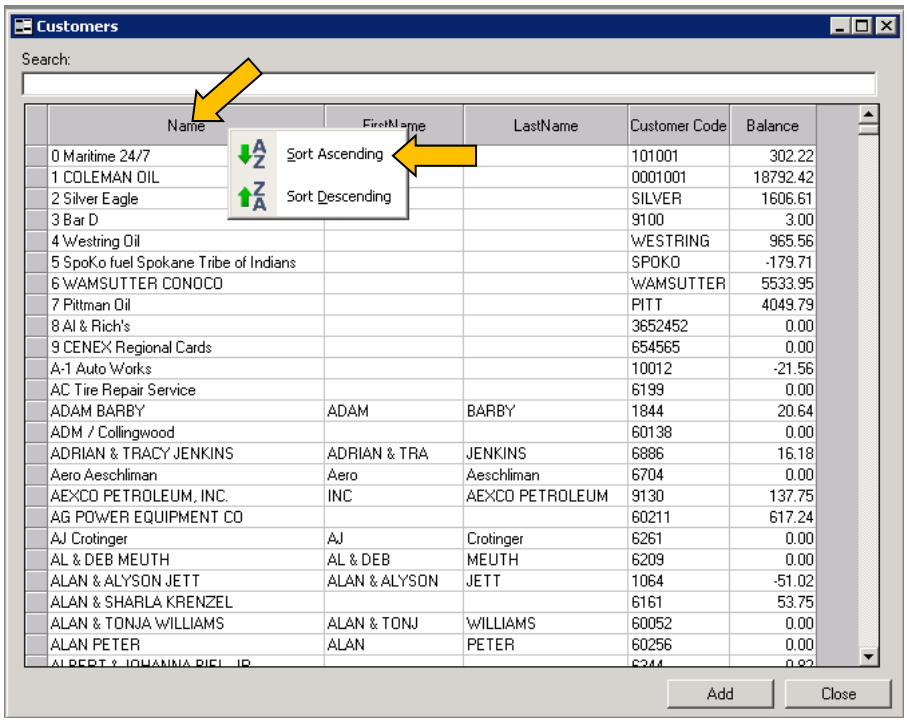
Then:

- **Customers** screen displays:


Customers
Search:
Name
FirstName
LastName
Customer Code
Balance
0 Maritime 24/7 101001 302.22
1 COLEMAN OIL 0001001 18792.42
2 Silver Eagle SILVER 1606.61
3 Bar D 9100 3.00
4 Westring Oil WESTRING 965.56
5 SpoKo fuel Spokane Tribe of Indians SPOKO -179.71
6 WAMSUTTER CONOCO WAMSUTTER 5533.95
7 Pittman Oil PITT 4049.79
8 Al & Rich's 3652452 0.00
9 CENEX Regional Cards 654565 0.00
A-1 Auto Works 10012 -21.56
AC Tire Repair Service 6199 0.00
ADAM BARBY ADAM BARBY 1844 20.64
ADM / Collingwood 60138 0.00
ADRIAN & TRACY JENKINS ADRIAN & TRA JENKINS 6886 16.18
Aero Aeschliman Aero Aeschliman 6704 0.00
AEXCO PETROLEUM, INC. INC AEXCO PETROLEUM 9130 137.75
AG POWER EQUIPMENT CO 60211 617.24
AJ Crotinger AJ Crotinger 6261 0.00
AL & DEB MEUTH AL & DEB MEUTH 6209 0.00
ALAN & ALYSON JETT ALAN & ALYSON JETT 1064 -51.02
ALAN & SHARLA KRENZEL 6161 53.75
ALAN & TONJA WILLIAMS ALAN & TONJ WILLIAMS 60052 0.00
ALAN PETER ALAN PETER 60256 0.00
Add
Close

1. Right-click column heading by which you want information sorted. Either:

- **Name**: Unique name or brief description identifying entry; *or*
- **FirstName**: Customer first name; *or*
- **LastName**: Customer last name or company name; *or*
- **Customer Code**: Unique code identifying customer; *or*
- **Balance**: Customer current account balance.

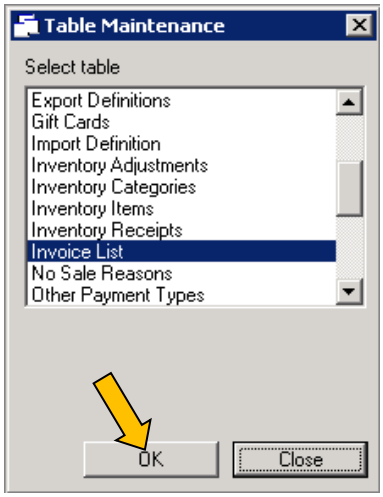

Customers
Search:
Name
LastName
Customer Code
Balance
Sort Ascending
Sort Descending
0 Maritime 24/7 101001 302.22
1 COLEMAN OIL 0001001 18792.42
2 Silver Eagle SILVER 1606.61
3 Bar D 9100 3.00
4 Westring Oil WESTRING 965.56
5 SpoKo fuel Spokane Tribe of Indians SPOKO -179.71
6 WAMSUTTER CONOCO WAMSUTTER 5533.95
7 Pittman Oil PITT 4049.79
8 Al & Rich's 3652452 0.00
9 CENEX Regional Cards 654565 0.00
A-1 Auto Works 10012 -21.56
AC Tire Repair Service 6199 0.00
ADAM BARBY ADAM BARBY 1844 20.64
ADM / Collingwood 60138 0.00
ADRIAN & TRACY JENKINS ADRIAN & TRA JENKINS 6886 16.18
Aero Aeschliman Aero Aeschliman 6704 0.00
AEXCO PETROLEUM, INC. INC AEXCO PETROLEUM 9130 137.75
AG POWER EQUIPMENT CO 60211 617.24
AJ Crotinger AJ Crotinger 6261 0.00
AL & DEB MEUTH AL & DEB MEUTH 6209 0.00
ALAN & ALYSON JETT ALAN & ALYSON JETT 1064 -51.02
ALAN & SHARLA KRENZEL 6161 53.75
ALAN & TONJA WILLIAMS ALAN & TONJ WILLIAMS 60052 0.00
ALAN PETER ALAN PETER 60256 0.00
Add
Close

3. Click order in which you want information sorted (either alphabetic or numeric *Ascending* or *Descending*); screen refreshes with information displaying in sequence selected.

Working with Customer Invoices

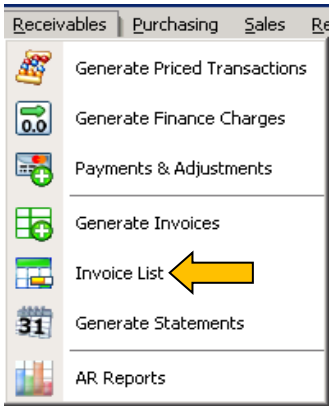
In addition to updating invoice information for a specific customer (see *Updating Customer Accounts* section earlier in this Chapter), DataManager allows you to review and update invoice information for multiple customers at the same time. You do this using the **Invoice List** screen. You can navigate to this screen from the Main display two ways:

- Click toolbar Table Maintenance icon; click **Invoice List** on menu, and then click **OK** at screen bottom.



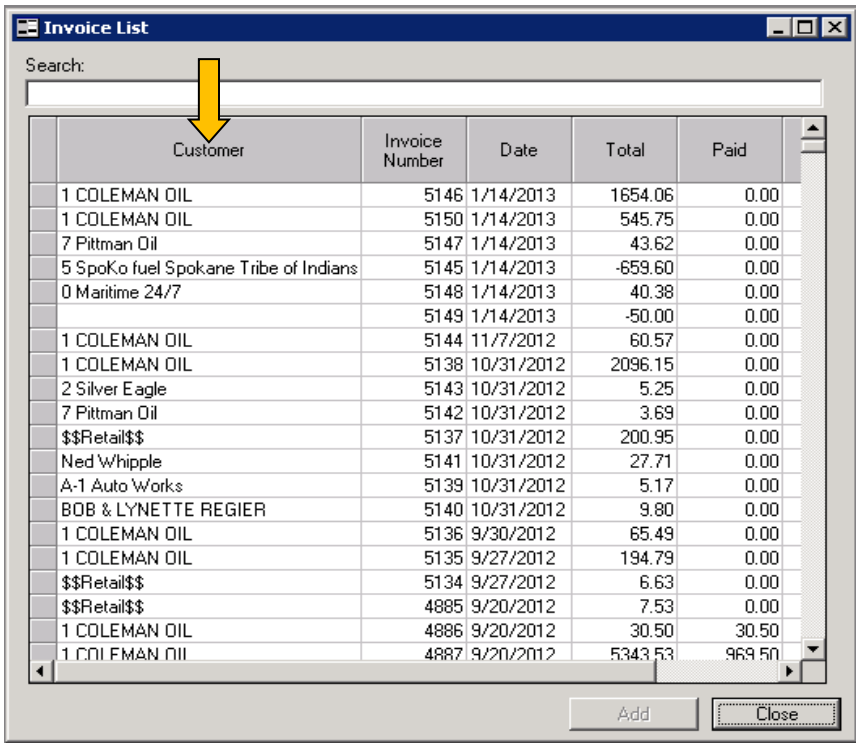
OR

- Click toolbar Receivables Tab, and then click **Invoice List** on menu.



Then:

- **Invoice List** screen displays:



1. As desired, search or scroll through list to find customer(s) for whom you want invoice information.
2. Review the following:

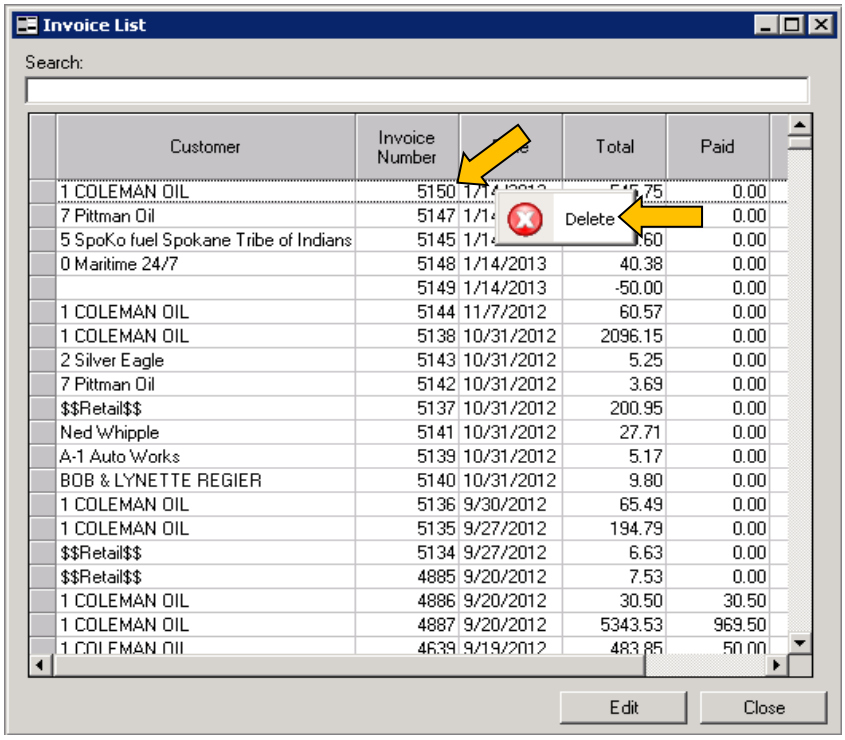
   Customer: Unique name identifying customer.

   Invoice Number: Unique number identifying invoice.

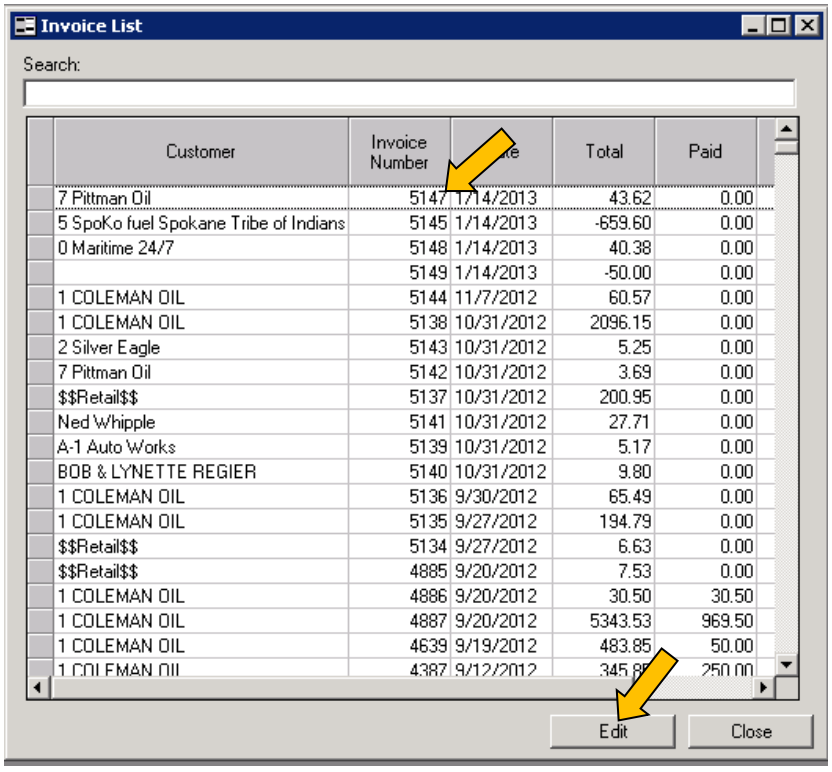
   Date: Invoice date in MM/DD/YYYY format.

   Total: Total invoice amount in dollars and cents.

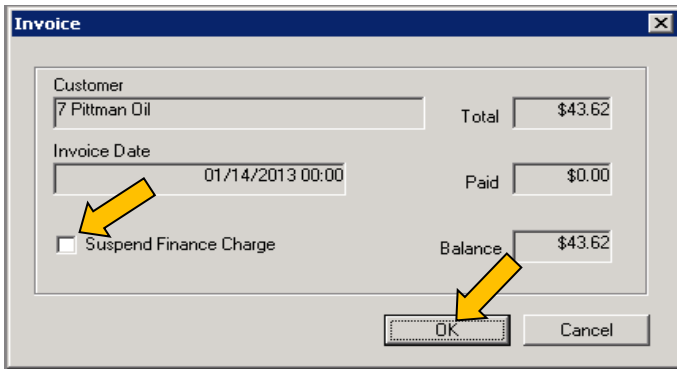
   Paid: Invoice amount paid in dollars and cents.
3. To finish customer invoice information review, go to Step 12; else, go to Step 4.
4. Do one of the following:
   - To completely remove (delete) entry, go to Step 5; *or*
   - To update entry, go to Step 8.
5. Right-click entry to be removed.



6. Click **Delete** icon and then click **Yes** on **Verification of Deletion** dialog; invoice removed.
7. Go to Step 12.
8. Click entry to be updated.



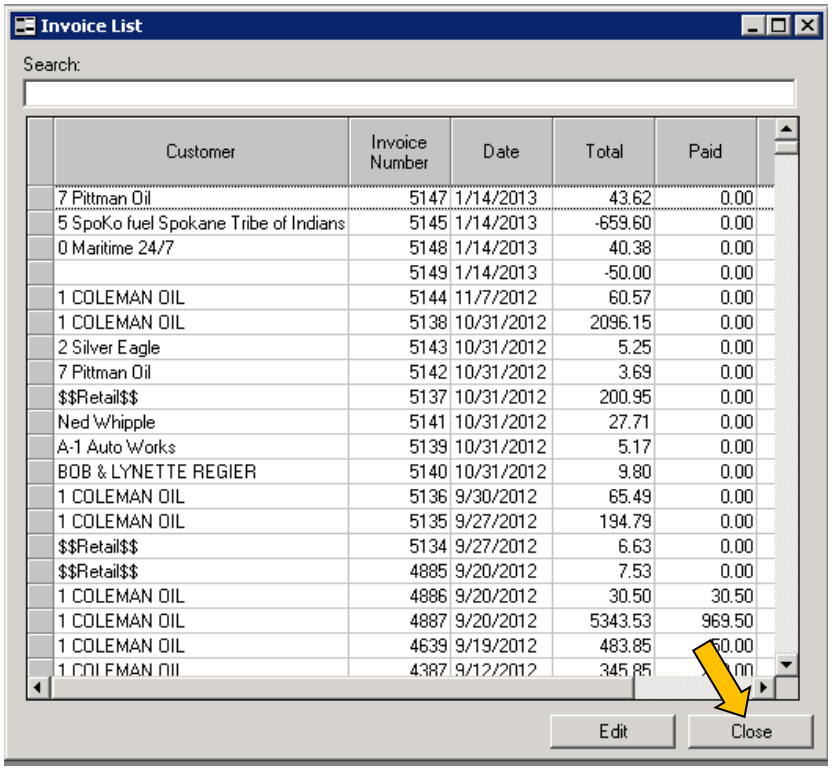
9. Click **Edit** at screen bottom; **Invoice** screen displays:



10. As appropriate, select or deselect the following:

    Suspend Finance Charge: Invoice is finance charge exempt.

11. Click **OK** at screen bottom; **Invoice List** screen redisplays.

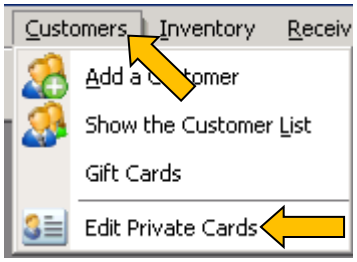


12. Click **Close** at screen bottom.

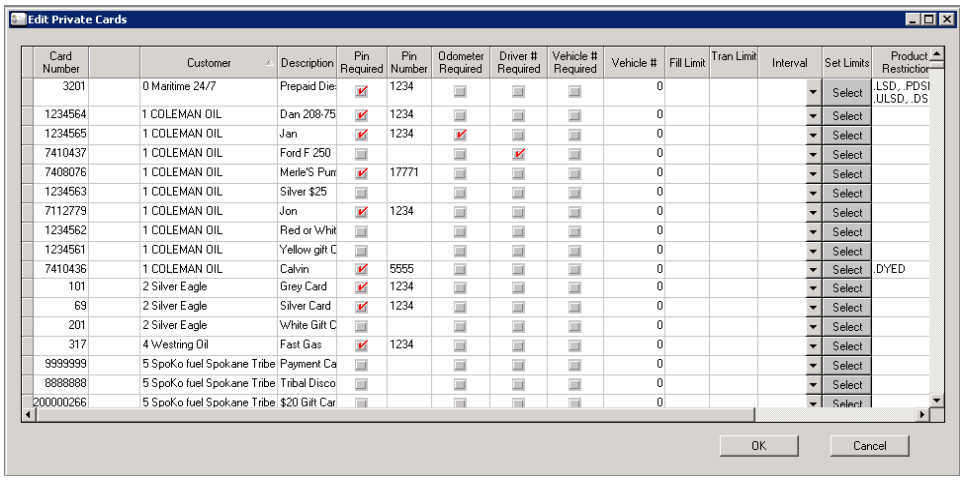
Working with Customer Private Cards

In addition to updating private card information for a specific customer (see *Updating Customer Accounts* section earlier in this Chapter), DataManager allows you to review and update private card information for multiple customers at the same time. You can do this using the **Edit Private Cards** screen. You navigate to this screen from the Main display as follows:

- Click toolbar Customers Tab, and then click **Edit Private Cards** on menu.



- **Edit Private Cards** screen displays:


Edit Private Cards
Card Number
Customer
Description
Pin Required
Pin Number
Odometer Required
Driver # Required
Vehicle # Required
Vehicle #
Fill Limit
Tran Limit
Interval
Set Limits
Product Restriction
3201 0 Maritime 24/7 Prepaid Die 1234 0 Select LSD, PDSI ULSD, DS
1234564 1 COLEMAN OIL Dan 208-75 1234 0 Select
1234565 1 COLEMAN OIL Jan 1234 0 Select
7410437 1 COLEMAN OIL Ford F 250 0 Select
7408076 1 COLEMAN OIL Merle'S Pum 17771 0 Select
1234563 1 COLEMAN OIL Silver $25 0 Select
7112779 1 COLEMAN OIL Jon 1234 0 Select
1234562 1 COLEMAN OIL Red or Whit 0 Select
1234561 1 COLEMAN OIL Yellow gift C 0 Select
7410436 1 COLEMAN OIL Calvin 5555 0 Select DYED
101 2 Silver Eagle Grey Card 1234 0 Select
69 2 Silver Eagle Silver Card 1234 0 Select
201 2 Silver Eagle White Gift C 0 Select
317 4 Westring Oil Fast Gas 1234 0 Select
9999999 5 SpoKo fuel Spokane Tribe Payment Ca 0 Select
8888888 5 SpoKo fuel Spokane Tribe Tribal Disco 0 Select
200000266 5 SpoKo fuel Spokane Tribe $20 Gift Car 0 Select
OK
Cancel

1. Do one of the following:
   - To completely remove (delete) entry, go to Step 2: *or*
   - To update entry, go to Step 5.
2. Click the following:

   Card Number: Maximum 9-digit, unique number identifying card.
3. Click **Delete** on keyboard; entry removed.
4. STOP!
5. As appropriate, type or select the following for *each* card you want to update:

   Description: Unique name or brief narrative identifying card.

   Pin Required: Card user must enter **P**ersonal **I**dentification **N**umber for card use.
6. If **Pin Required** selected (immediately above), go to Step 7; else, go to Step 8.
7. Type the following:

   Pin Number: Cardholder **P**ersonal **I**dentification **N**umber.

8. As appropriate, add, change or remove the following:

   Odometer Required: Cardholder must enter vehicle odometer reading for card use.

   Driver# Required: Cardholder must enter assigned Driver Number for card use.

   Vehicle# Required: Cardholder must enter assigned Vehicle Number for card use.

9. If **Vehicle# Required** selected (see immediately above), go to Step 10; else, go to Step 11.

10. Type the following:

    Vehicle#: Unique number identifying vehicle.

11. As appropriate, add, change or delete the following:

    Fill Limit: Maximum fuel gallons allowed per transaction.

    Tran Limit: Maximum transaction dollar amount allowed per **Interval** specified.

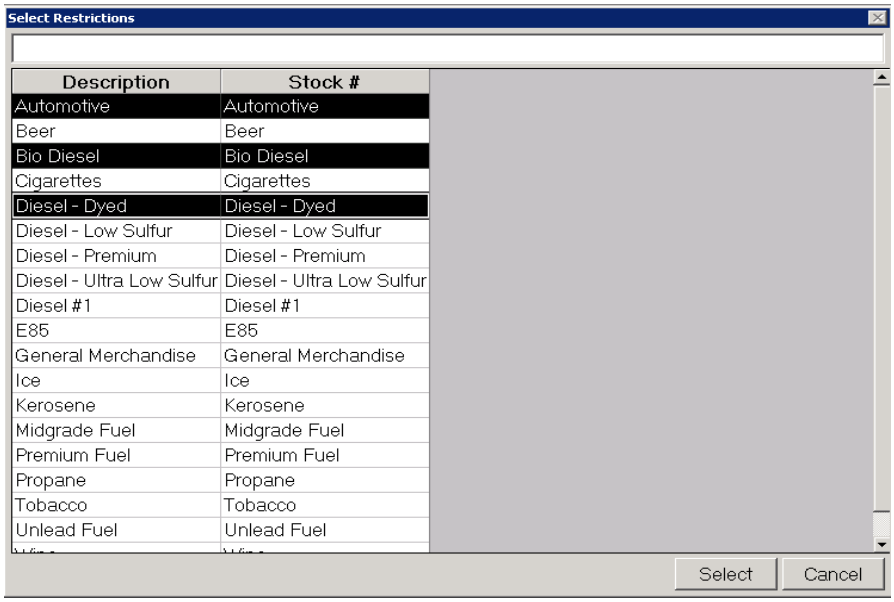
12. If **Tran Limit** value specified (see immediately above), go to Step 13; else go to Step 14.

13. Select the following:

    Interval: Time period (e.g., 'Day', 'Week', etc.) for which **Tran Limit** value applies.

14. To restrict card usage from purchase of specific inventory items, go to Step 15; else, go to Step 18.

15. Click **Select** under **Select Limits**; **Select Restrictions** screen displays:



16. Click first item and Ctrl+Click each additional item restricted from card purchase, and then click **Select** at screen bottom; **Add Edit Private Cards** screen redisplays.
17. Review the following:

    Product Restrictions: Inventory item(s) for which card purchase restricted.
18. As appropriate, add, change or remove the following:

    Active: Card active for use.

    Balance: Credit balance remaining at which to decline card usage.

    Use Balance: Decline card usage when **Balance** value reached.

    Is Loyalty: Card is customer loyalty discount type (for POS *only*).

    Card Type: Card usage type; either Driver Card, Vehicle Card or Stand-Alone (neither Driver nor Vehicle) card.

    In Use: Restrict card usage to one fueling pump at a time.
19. Click **OK** at screen bottom.

Chapter

9

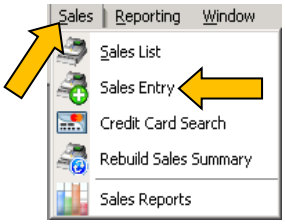
Managing Manual Sales Entry Information

You can manually enter a customer sales transaction into DataManager using either a Point Of Sale ticket or fuel transaction ticket. As with automated sales processing, manual ticket information is used to input and update inventory and customer invoicing and billing data.

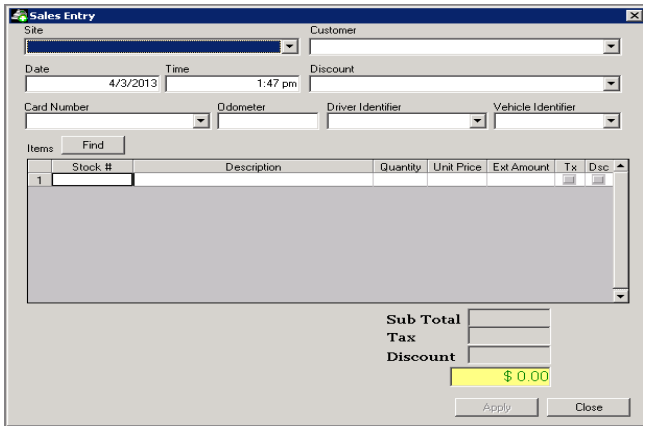
Performing Manual Sales Entry

You create a manual sales entry by accessing the **Sales Entry** screen. You can navigate to this screen from the Main display as follows:

- Click toolbar Sales tab, and then click **Sales Entry** on menu.



- **Sales Entry** screen displays:



1. Using information on ticket, either accept, type, overtype or select the following, as appropriate:

   Site: Unique name identifying transaction location.

   Customer: Unique name identifying customer.

   Date: Sales entry date, in MM/DD/YYYY format; system default is current date.

   Time: Sales entry time, in HH:MM am/pm format; system default is current time.

   Discount: Discount type applied to sale, (e.g., '5% Senior').

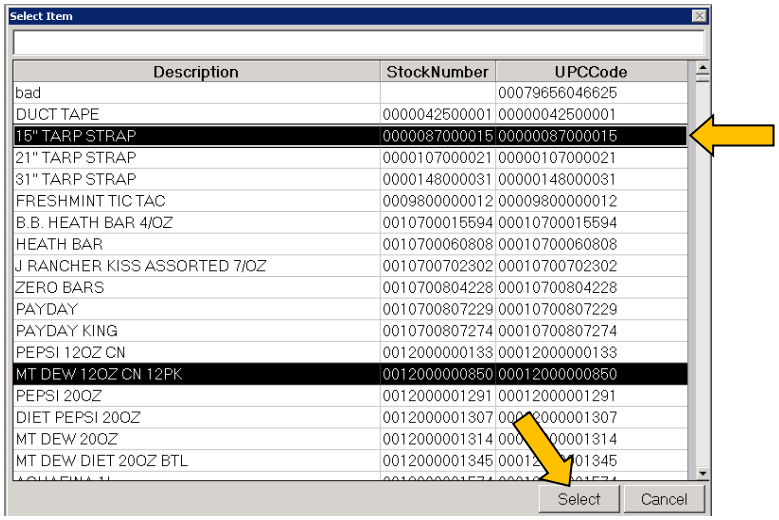
   Card Number: Unique number identifying payment card.

   Odometer: Vehicle odometer reading in whole miles.

   Driver Identifier: Unique number and/or name identifying vehicle driver.

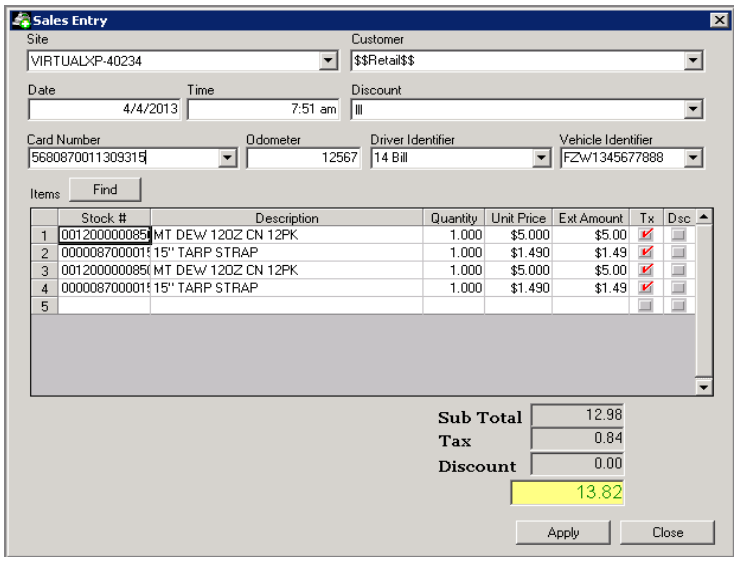
   Vehicle Identifier: Unique number and/or name identifying driver vehicle.

2. Click **Find**; **Select Item** screen displays:



3. Click/Ctrl-click item(s) listed on ticket.

4. When finished, click **Select** at screen bottom; **Sales Entry** screen redisplays:



5. Review the following item details to ensure entry accuracy and completeness:

   Stock #: Unique number or code identifying item.

   Description: Unique name or brief narrative identifying item.

   Quantity: Number of this item purchased, per specified unit of measure.

   Unit Price: Item price per unit; item customer cost, per specified unit of measure.

   Ext Amount: Sale extended amount (**Quantity** value x **Unit Price** value).

   Tx: Tax(es) applied to sale.

   Dsc: Discount applied to sale.

   Sub Total: Sale total, less applied tax(es) and discount.

   Tax: Tax amount applied to sale.

   Discount: Discount amount applied to sale.

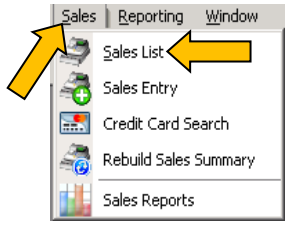
   [nnnn.nn]: Total sale amount.

6. When finished, click **Apply** at screen bottom.
7. When empty **Sales Entry** screen redisplays; do one of the following:
   - To perform addition manual sales entry, repeat Steps 1 – 6 (above); *or*
   - Click **Close** at screen bottom to end manual sales entry.

Deleting Manual Sales Entry

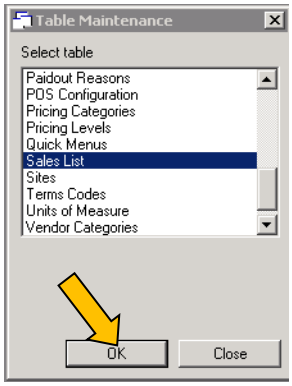
Once input, you can delete (but not change) a manual sales entry. You delete a manual sales entry by first accessing the **Sales List** screen. You can navigate to this screen two ways from the Main display:

- Click toolbar Sales tab, and then click **Sales List** on menu.



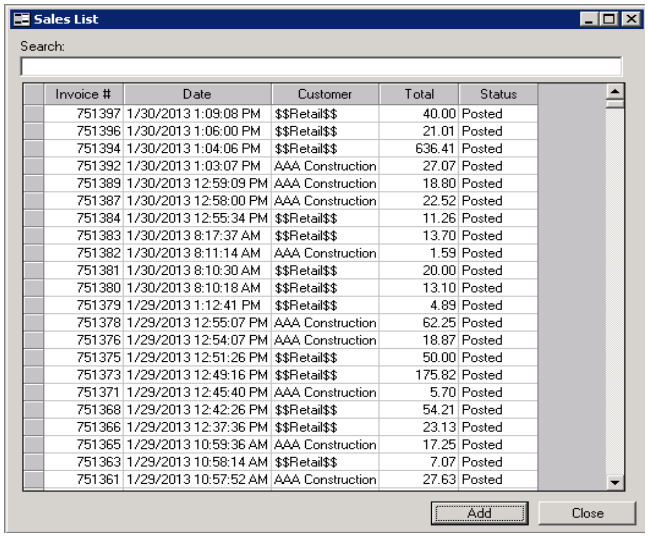
OR

- Click toolbar Table Maintenance icon; **Table Maintenance** screen displays:

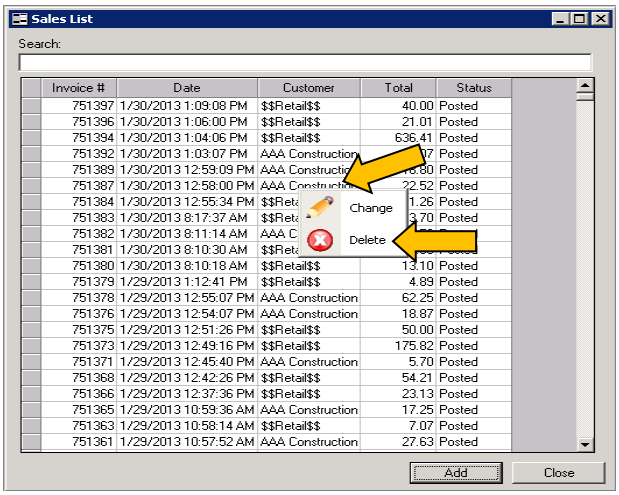


- Click **Sales List** on menu, and then click **OK** at screen bottom.

Then: **Sales List** screen displays:



1. Right-click entry to be removed.



2. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog; entry removed.
3. STOP!

Chapter 10

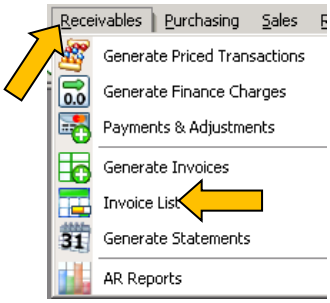
Managing Customer Statement Information

DataManager allows you to process, print and export customer billing statements with selectable reporting cycles and specific start and end dates. This information is used to track customer sales activity and payment history, and apply applicable invoice financing charges if and when desired. You can subsequently add to, change or delete the information you provide for each statement run.

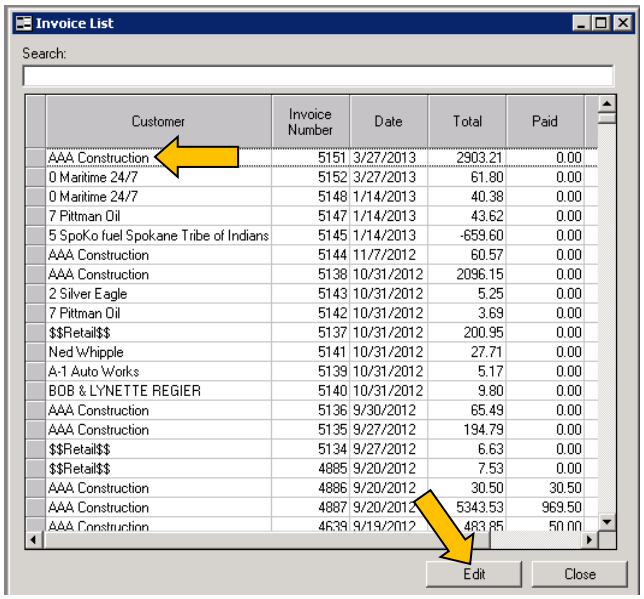
Creating Customer Statements

You create a customer statement by first accessing the **Invoice List** screen. You can navigate to this screen from the Main display as follows:

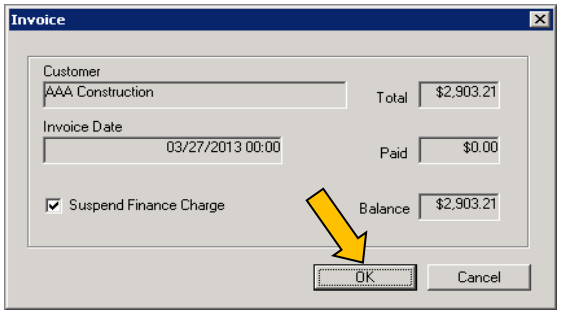
- Click toolbar Receivables tab, and then click **Invoice List** on menu.



- **Invoice List** screen displays:



3. Select (click) customer invoice for which you want to generate statement, and then click **Edit** at screen bottom; **Invoice** dialog displays:



4. Review the following:

   Customer: Unique name identifying customer.

   Invoice Date: System-generated invoice run date, in MM/DD/YYYY format.

   Total: Original invoice total amount in dollars and cents.

   Paid: Invoice amount paid in dollars and cents.

   Balance: Invoice balance forward amount.

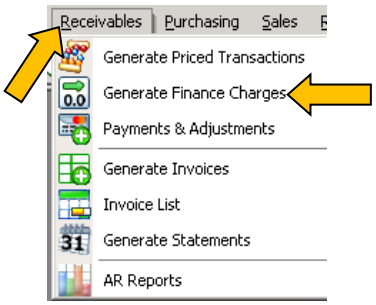
5. As appropriate, select the following:

   Suspend Finance Charge: Invoice is finance charge exempt.

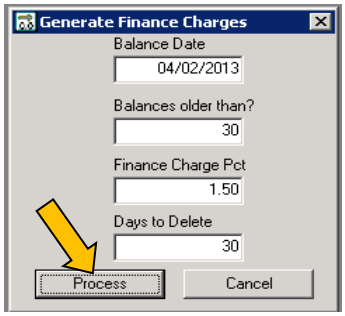
6. Repeat Steps 1 – 3 (above) for each customer invoice for which you want to generate statement.

7. When finished, click **OK** at screen bottom; **Invoice List** screen redisplays.

8. Click toolbar Receivables tab.



9. Click **Generate Finance Charges** on menu; **Generate Finance Charges** dialog displays:



10. As appropriate, accept or overtype the following:

    Balance Date: Invoice unpaid balance effective date, in MM/DD/YY format.

    Balances Older Than: Apply finance charge only to unpaid invoices *older than* days specified.

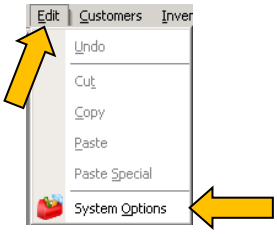
11. Review the following:

    Finance Charge Pct: Percent of unpaid invoice balance at which finance charge calculated.

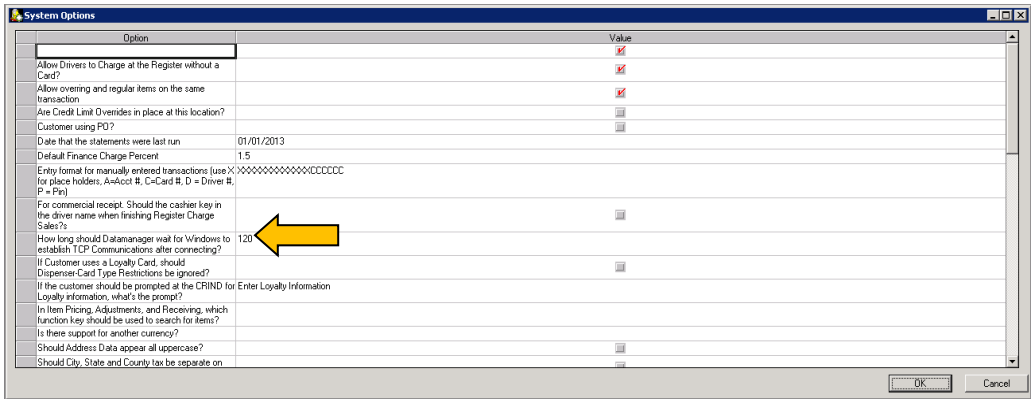
12. Do one of the following:

    - To change **Finance Charge Pct** value, go to Step 11; *or*
    - To accept **Finance Charge Pct** value, go to Step 14.

13. Click toolbar Edit tab; menu displays.



14. Click **System Options**; **System Options** screen displays:


System Options
Option
Value
Allow Drivers to Charge at the Register without a Card?
Allow overring and regular items on the same transaction
Are Credit Limit Overrides in place at this location?
Customer using PO?
Date that the statements were last run
01/01/2013
Default Finance Charge Percent
1.5
Entry format for manually entered transactions (use X for place holders; A=Acct #, C=Card #, D = Driver #, P = Pin)
XXXXXXXXXXXXXXCCCCCC
For commercial receipt. Should the cashier key in the driver name when finishing Register Charge Sales?s
How long should Datamanager wait for Windows to establish TCP Communications after connecting?
120
If Customer uses a Loyalty Card, should Dispenser-Card Type Restrictions be ignored?
If the customer should be prompted at the CRIND for Loyalty information, what's the prompt?
Enter Loyalty Information
In Item Pricing, Adjustments, and Receiving, which function key should be used to search for items?
Is there support for another currency?
Should Address Data appear all uppercase?
Should City, State and County tax be separate on
OK
Cancel

15. Overtype the following:

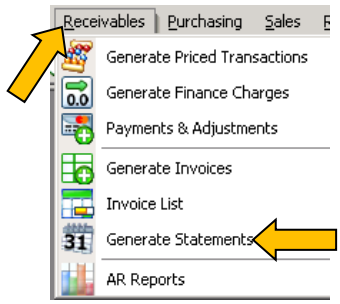
    Default Finance Charge Percent: Percent of unpaid invoice balance at which finance charges calculated.

16. Type '0' (zero) for the following:

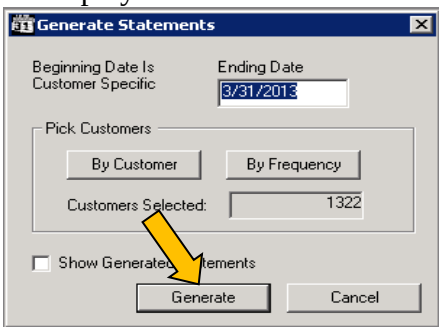
    Days to Delete: Automatically delete finance charges generated within number of days specified.

17. Click **Process** at screen bottom; when **DataManage**r message dialog displays, click **OK**.

18. Click toolbar Receivables tab.



19. Click **Generate Statements** on menu; **Generate Statements** dialog displays:



20. Review the following:

Beginning Date: Customer statement period starting date; see value specified in **Add Customer** screen User Fields tab, per Chapter 6, *Managing Customer Information*.

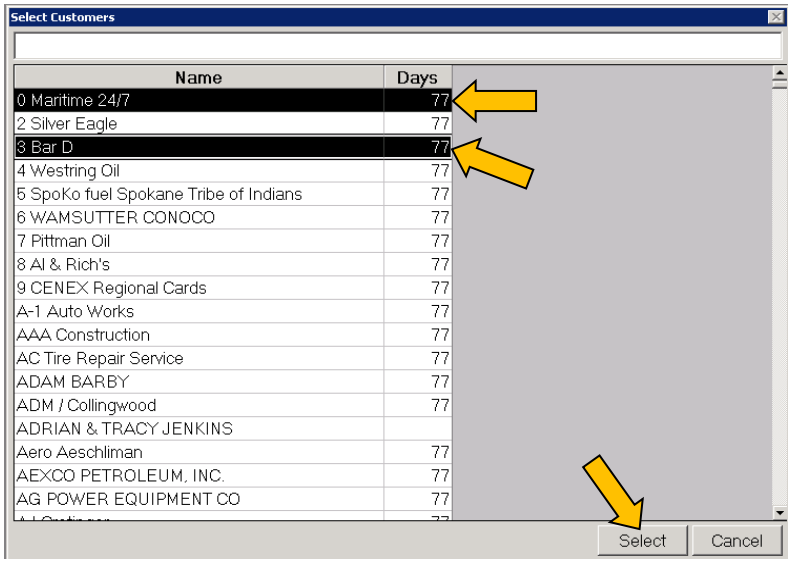
21. As appropriate, accept or overtype the following:

    Ending Date: Last date of statement reporting period, in MM/DD/YY.

22. Do one of the following:

    - To generate statements for selected customers, go to Step 21; *or*
    - To generate statements for specific User Fields tab values, go to Step 25; *or*
    - To generate statements for all customers, go to Step 28.

23. Click **By Customer**; **Select Customers** screen displays:

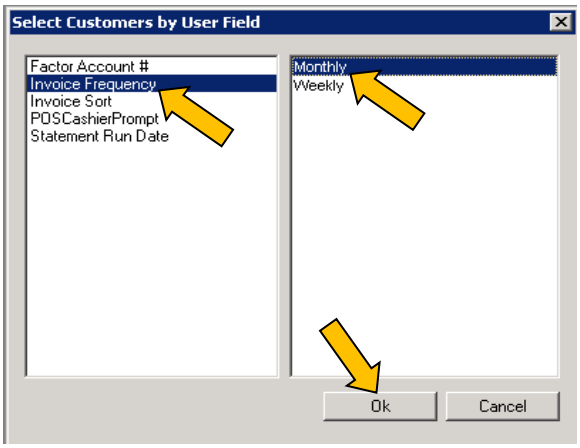


24. As appropriate, click/Ctrl-click customer(s) for whom you want to generate statements.

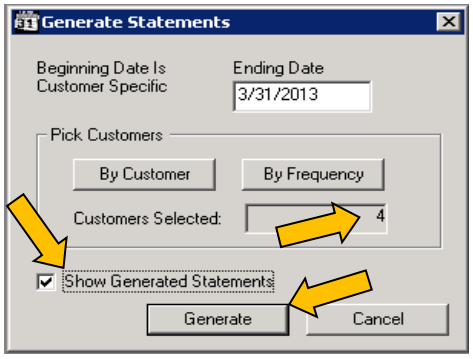
25. When finished, click **Select** at screen bottom; **Generate Statements** screen redisplays.

26. Go to Step 28.

27. Click **By Frequency**; **Select Customers by User field** screen displays:



28. As appropriate, click parameter in left pane for which you want to generate statements, and then click corresponding value in right pane.
29. When finished, click **OK** at screen bottom; **Generate Statements** screen redisplays.



30. Review the following:

    Customers Selected: Number of customers for whom statements to be generated.

31. As appropriate, select the following:

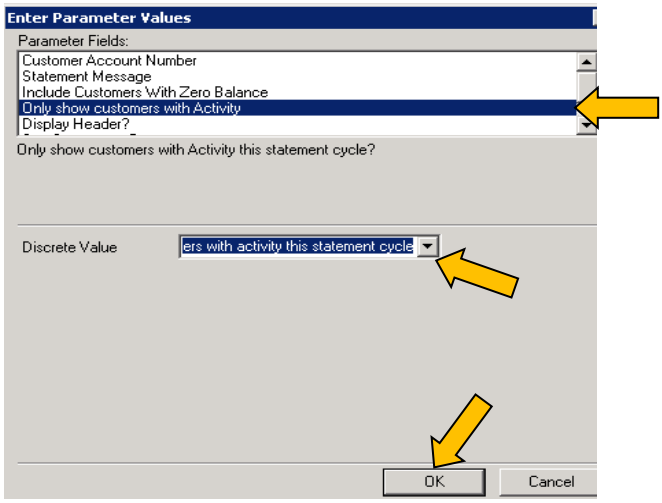
    Show Generated Statements: Display generated statements prior to printing or export.

32. Do one of the following:

    - If **Show Generated Statements** (immediately above) *not* selected, go to Step 31; *or*
    - If **Show Generated Statements** (immediately above) selected, go to Step 33.

33. Click **Generate** at screen bottom.
34. WAIT. *Then*: **DataManager** message dialog displays; click **OK**.
35. Go to Step 37.

36. Click **Generate** at screen bottom; **Enter Parameter Values** screen displays:



37. Do one of the following:

    - To select statement run time parameters, go to Step 36; or
    - To *not* select statement run time parameters, go to Step 37.

38. As applicable, specify the following **Parameter Fields** option(s); for each option selected, either accept, type, overtype or select (click) corresponding value in **Discrete Value** window:

    Customer Account Number: Only print Card List for customer account number specified.

    Statement Message: Print optional message on each statement (e.g., 'Happy Holidays', etc.).

    Include Customers With Zero Balance: Print or export customer statements with zero balance this statement cycle.

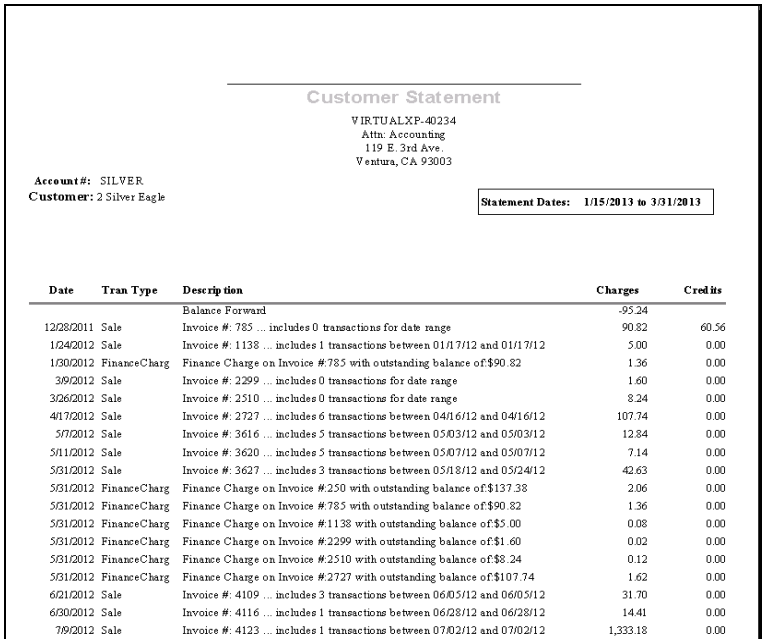
    Only show customers with Activity: Do not print or export statement for customers with no transaction activity this statement cycle.

    Display Header?: Display standard 'Customer Statement' in statement header.

    Sort Statements By: Sort customer statements by name or account number.

    Show Logo?: Display company logo in statement header.

39. Click **OK** at screen bottom; Customer statement(s) display:



Customer Statement

VIRTUALXP-40234
Attn: Accounting
119 E. 3rd Ave.
Ventura, CA 93003

Account #: SILVER
Customer: 2 Silver Eagle

Statement Dates: 1/15/2013 to 3/31/2013

Date	Tran Type	Description	Charges	Credits
		Balance Forward	-95.24	
12/28/2011	Sale	Invoice #: 785 ... includes 0 transactions for date range	90.82	60.56
1/24/2012	Sale	Invoice #: 1138 ... includes 1 transactions between 01/17/12 and 01/17/12	5.00	0.00
1/30/2012	FinanceCharg	Finance Charge on Invoice #:785 with outstanding balance of:$90.82	1.36	0.00
3/9/2012	Sale	Invoice #: 2299 ... includes 0 transactions for date range	1.60	0.00
3/26/2012	Sale	Invoice #: 2510 ... includes 0 transactions for date range	8.24	0.00
4/17/2012	Sale	Invoice #: 2727 ... includes 6 transactions between 04/16/12 and 04/16/12	107.74	0.00
5/7/2012	Sale	Invoice #: 3616 ... includes 5 transactions between 05/03/12 and 05/03/12	12.84	0.00
5/11/2012	Sale	Invoice #: 3620 ... includes 5 transactions between 05/07/12 and 05/07/12	7.14	0.00
5/31/2012	Sale	Invoice #: 3627 ... includes 3 transactions between 05/18/12 and 05/24/12	42.63	0.00
5/31/2012	FinanceCharg	Finance Charge on Invoice #:250 with outstanding balance of:$137.38	2.06	0.00
5/31/2012	FinanceCharg	Finance Charge on Invoice #:785 with outstanding balance of:$90.82	1.36	0.00
5/31/2012	FinanceCharg	Finance Charge on Invoice #:1138 with outstanding balance of:$5.00	0.08	0.00
5/31/2012	FinanceCharg	Finance Charge on Invoice #:2299 with outstanding balance of:$1.60	0.02	0.00
5/31/2012	FinanceCharg	Finance Charge on Invoice #:2510 with outstanding balance of:$8.24	0.12	0.00
5/31/2012	FinanceCharg	Finance Charge on Invoice #:2727 with outstanding balance of:$107.74	1.62	0.00
6/21/2012	Sale	Invoice #: 4109 ... includes 3 transactions between 06/05/12 and 06/05/12	31.70	0.00
6/30/2012	Sale	Invoice #: 4116 ... includes 1 transactions between 06/28/12 and 06/28/12	14.41	0.00
7/9/2012	Sale	Invoice #: 4123 ... includes 1 transactions between 07/02/12 and 07/02/12	1,333.18	0.00

Current Balance: $1,606.61

Account Status

Last Pmt Date	0 - 30 Days	31-60 Days	61-90 Days	91-120 Days	Over 4 months
5/31/2012	0.00	0.00	0.00	0.00	1,606.61

Page: 2 of 2

40. Do one of the following:
    - To review statement(s) before printing or exporting, go to Step 33; *or*
    - To print or export invoice(s) without review, go to Step 36.
41. Review the following:

    Account #: Unique number identifying customer.

    Customer: Unique name identifying customer.

    Statement Dates: Statement period inclusive start and ending dates.
42. Review the following for *each* line item:

    Date: Transaction effective date, in MM/DD/YYYY format.

    Tran Type: Transaction type (e.g., ‘Sale’, ‘Finance Charge’, etc.).

    Description: Unique name or brief narrative identifying transaction.

    Charges: Transaction amount added to customer account.

    Credits: Transaction amount deducted from customer account.
43. Review the following account status information:

    Current Balance: Customer account balance as of statement period end date.

Last Pmt Date: Date last customer account payment recorded.

0 – 30 Days: Portion of customer account balance 0 – 30 days past due.

31 – 60 Days: Portion of customer account balance 31 – 60 days past due.

61 – 90 Days: Portion of customer account balance 61 – 90 days past due.

91 – 120 Days: Portion of customer account balance 91 – 120 days past due.

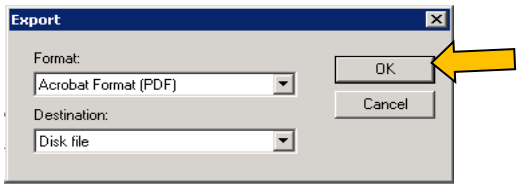
Over 4 months: Portion of customer account balance over 120 days past due.

44. Do one of the following:

- To print statement(s), click printer icon on tool bar, and then click **OK** on **Print** dialog; STOP!

  or

- To export statement(s) to Excel, PDF or other file format, click export icon on tool bar; go to Step 37.



37. Select the following:

Format: File format type (e.g., 'PDF', 'RTF', etc.).

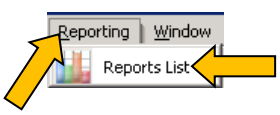
Destination: File export destination (e.g., 'Lotus Domino').

38. When finished, click **OK**.

Printing and Exporting Customer Statements

You can select from and print or export customer statements you have previously generated but not yet output by first accessing the **Reports List** screen. You can navigate to this screen two ways from the Main display:

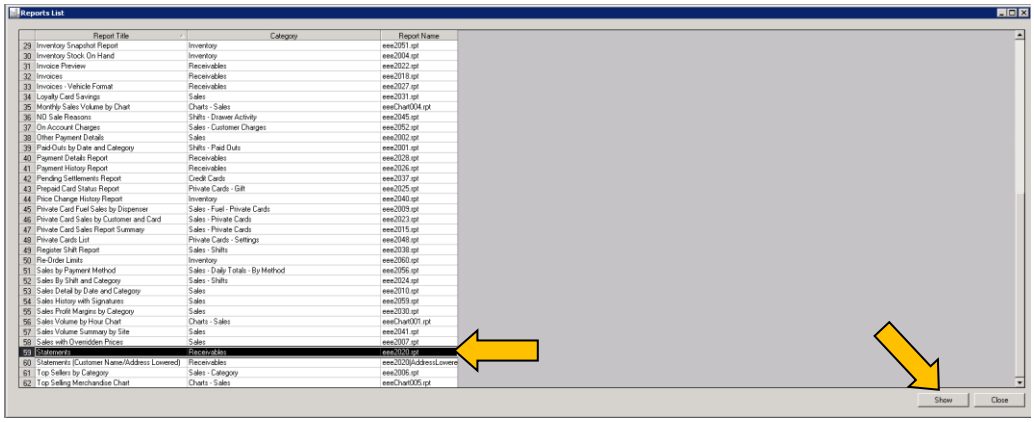
- Click task bar Reporting tab, and then click **Reports List** on menu.



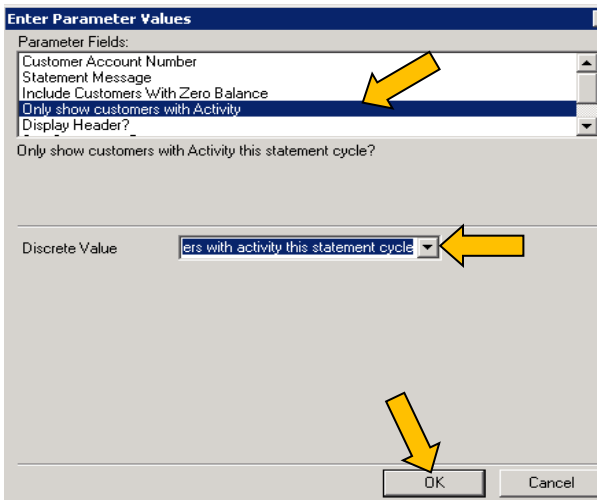
OR

- Click toolbar **Reporting** icon:

Then: **Reports List** displays:



1. Do one of the following:
   - To print or export statements in standard customer format, click **Statements** on menu and go to Step 2; *or*
   - To print or export statements in customer lowered name/address format, click **Statements [Customer Name/Address Lowered]** on menu and go to to Step 2.
2. Click **Show** at screen bottom; **Enter Parameter Values** screen displays:



3. Do one of the following:
   - To print or export statements *without* specifying run time parameters, go to Step 5; *or*
   - To print or export statements with run time parameters, go to Step 4.

4. As applicable, specify the following **Parameter Fields** option(s); for each option selected, either accept, type, overtype or select (click) corresponding value in **Discrete Value** window:

   Customer Account Number: Only print Card List for customer account number specified.

   Statement Message: Print optional message on each statement (e.g., 'Happy Holidays', etc.).

   Include Customers With Zero Balance: Print or export customer statements with zero balance this statement cycle.

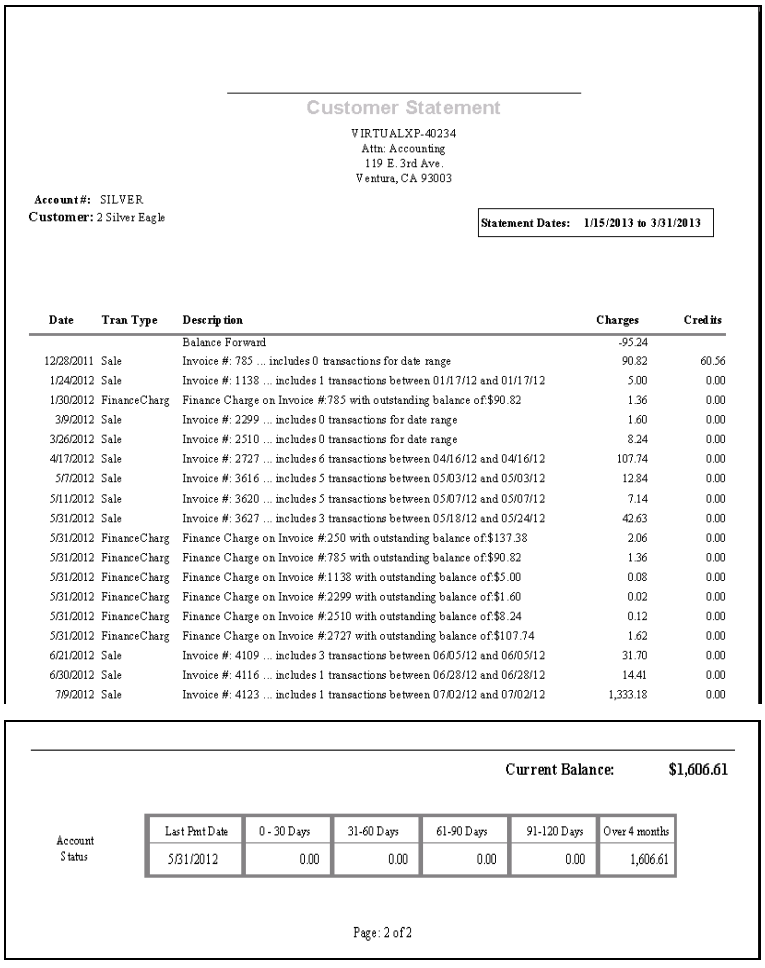
   Only show customers with Activity: Do not print or export statement for customers with no transaction activity this statement cycle.

   Display Header?: Display standard 'Customer Statement' in statement header.

   Sort Statements By: Sort customer statements by name or account number.

   Show Logo?: Display company logo in statement header.

5. Click **OK** at screen bottom; Customer statement(s) display:



Customer Statement

VIRTUALXP-40234
Attn: Accounting
119 E. 3rd Ave.
Ventura, CA 93003

Account #: SILVER
Customer: 2 Silver Eagle

Statement Dates: 1/15/2013 to 3/31/2013

Date	Tran Type	Description	Charges	Credits
		Balance Forward	-95.24	
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1/24/2012	Sale	Invoice #: 1138 ... includes 1 transactions between 01/17/12 and 01/17/12	5.00	0.00
1/30/2012	FinanceCharg	Finance Charge on Invoice #:785 with outstanding balance of:$90.82	1.36	0.00
3/9/2012	Sale	Invoice #: 2299 ... includes 0 transactions for date range	1.60	0.00
3/26/2012	Sale	Invoice #: 2510 ... includes 0 transactions for date range	8.24	0.00
4/17/2012	Sale	Invoice #: 2727 ... includes 6 transactions between 04/16/12 and 04/16/12	107.74	0.00
5/7/2012	Sale	Invoice #: 3616 ... includes 5 transactions between 05/03/12 and 05/03/12	12.84	0.00
5/11/2012	Sale	Invoice #: 3620 ... includes 5 transactions between 05/07/12 and 05/07/12	7.14	0.00
5/31/2012	Sale	Invoice #: 3627 ... includes 3 transactions between 05/18/12 and 05/24/12	42.63	0.00
5/31/2012	FinanceCharg	Finance Charge on Invoice #:250 with outstanding balance of:$137.38	2.06	0.00
5/31/2012	FinanceCharg	Finance Charge on Invoice #:785 with outstanding balance of:$90.82	1.36	0.00
5/31/2012	FinanceCharg	Finance Charge on Invoice #:1138 with outstanding balance of:$5.00	0.08	0.00
5/31/2012	FinanceCharg	Finance Charge on Invoice #:2299 with outstanding balance of:$1.60	0.02	0.00
5/31/2012	FinanceCharg	Finance Charge on Invoice #:2510 with outstanding balance of:$8.24	0.12	0.00
5/31/2012	FinanceCharg	Finance Charge on Invoice #:2727 with outstanding balance of:$107.74	1.62	0.00
6/21/2012	Sale	Invoice #: 4109 ... includes 3 transactions between 06/05/12 and 06/05/12	31.70	0.00
6/30/2012	Sale	Invoice #: 4116 ... includes 1 transactions between 06/28/12 and 06/28/12	14.41	0.00
7/9/2012	Sale	Invoice #: 4123 ... includes 1 transactions between 07/02/12 and 07/02/12	1,333.18	0.00

Current Balance: $1,606.61

Account Status

Last Pmt Date	0 - 30 Days	31-60 Days	61-90 Days	91-120 Days	Over 4 months
5/31/2012	0.00	0.00	0.00	0.00	1,606.61

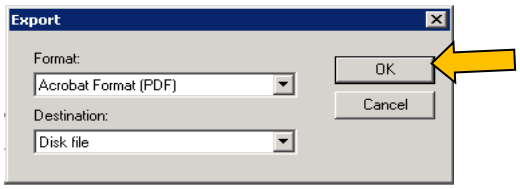
Page: 2 of 2

6. Do one of the following:

   - To print statement(s), click printer icon on tool bar, and then click **OK** on print dialog; STOP!

     or

   - To export statement(s) to Excel, PDF or other file format, click export icon on tool bar; go to Step 7.



7. Select the following:

   Format: File format type (e.g., 'PDF', 'RTF', etc.).

   Destination: File export destination (e.g., 'Lotus Domino').

When finished, click **OK**

Chapter 11

Managing Customer Invoice Information

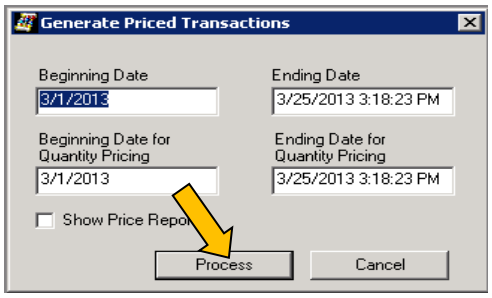
DataManager allows you to process and store sales transaction information with which to determine customer receivables. This information is used to create customer invoices, apply applicable finance charges, track payments and provide data for accounting statement and reporting purposes. You can subsequently add to, change and delete the information you provide.

Creating Customer Invoices

You create a customer invoice by first accessing the **Generate Priced Transactions** screen. You can navigate to this screen from the Main display as follows:

- Click toolbar Receivables tab, and then click **Generate Priced Transactions** on menu.

- **Generate Priced Transactions** screen displays:



2. As appropriate, accept, overtype or select the following:

   Beginning Date: Sales transaction period start date and optional start time.

   Ending Date: Sales transaction period end date and optional start time.

   Beginning Date for Quantity Pricing: Sales quantity discount period start date and optional start time.

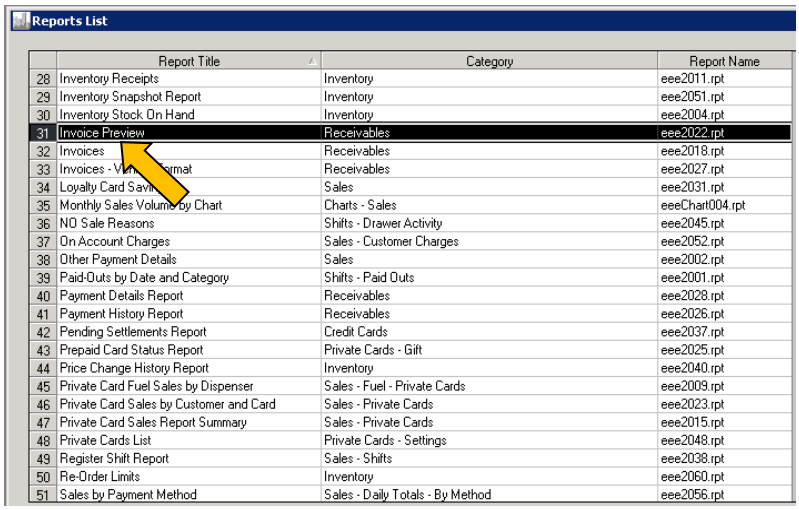
   Ending Date for Quantity Pricing: Sales quantity discount period end date and optional start time.

   Show Price Report: Automatically display dialog to input Invoice Preview parameters.

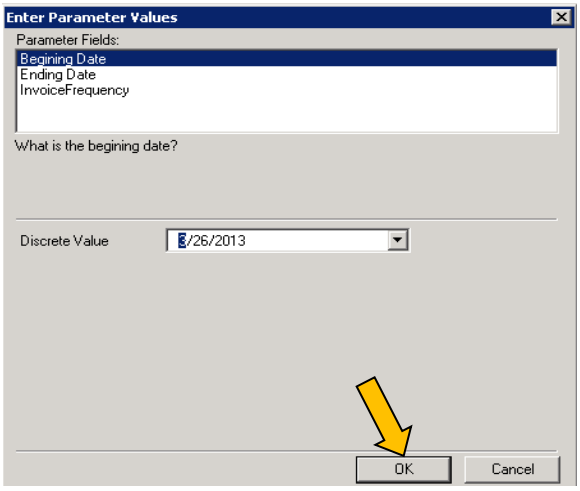
3. When finished, click **Process**.
4. WAIT. *Then*: **DataManager** message dialog displays:

5. Click **OK**.
6. If **Show Price Report** selected (above), go to Step 9; else, go to Step 6.
7. Click toolbar Reporting tab.

8. Click **Reports List**; **Reports List** screen displays:


Reports List
Report Title
Category
Report Name
28 Inventory Receipts Inventory eee2011.rpt
29 Inventory Snapshot Report Inventory eee2051.rpt
30 Inventory Stock On Hand Inventory eee2004.rpt
31 Invoice Preview Receivables eee2022.rpt
32 Invoices Receivables eee2018.rpt
33 Invoices - V Receivables eee2027.rpt
34 Loyalty Card Savi Sales eee2031.rpt
35 Monthly Sales Volume by Chart Charts - Sales eeeChart004.rpt
36 NO Sale Reasons Shifts - Drawer Activity eee2045.rpt
37 On Account Charges Sales - Customer Charges eee2052.rpt
38 Other Payment Details Sales eee2002.rpt
39 Paid-Outs by Date and Category Shifts - Paid Outs eee2001.rpt
40 Payment Details Report Receivables eee2028.rpt
41 Payment History Report Receivables eee2026.rpt
42 Pending Settlements Report Credit Cards eee2037.rpt
43 Prepaid Card Status Report Private Cards - Gift eee2025.rpt
44 Price Change History Report Inventory eee2040.rpt
45 Private Card Fuel Sales by Dispenser Sales - Fuel - Private Cards eee2009.rpt
46 Private Card Sales by Customer and Card Sales - Private Cards eee2023.rpt
47 Private Card Sales Report Summary Sales - Private Cards eee2015.rpt
48 Private Cards List Private Cards - Settings eee2048.rpt
49 Register Shift Report Sales - Shifts eee2038.rpt
50 Re-Order Limits Inventory eee2060.rpt
51 Sales by Payment Method Sales - Daily Totals - By Method eee2056.rpt

9. Click **Invoice Preview**; **Enter Parameter Values** screen displays:



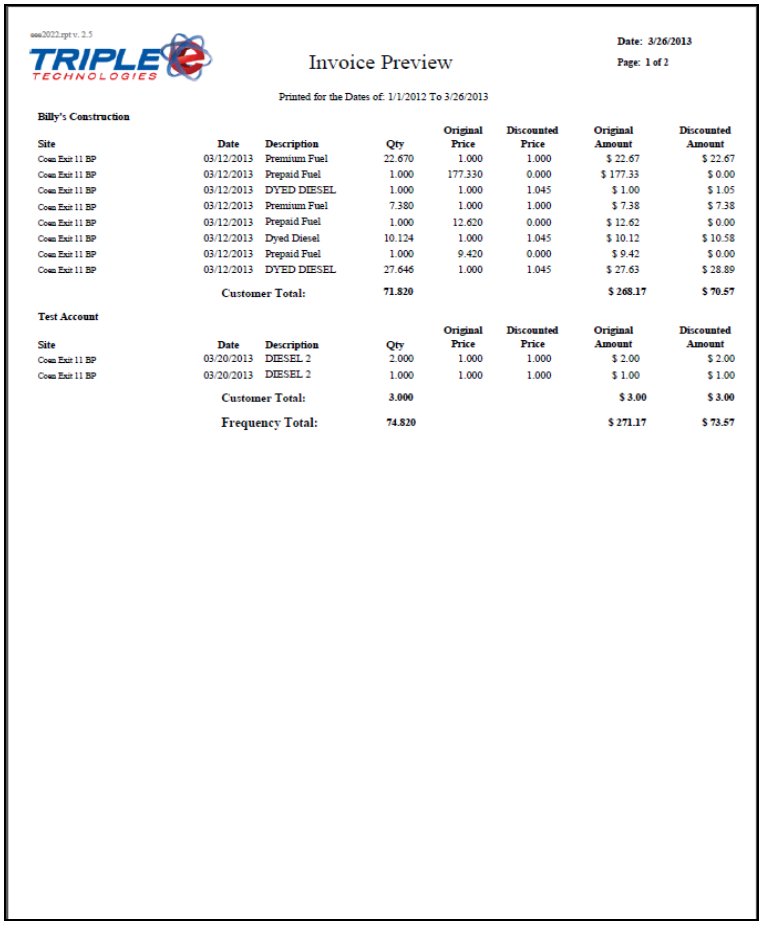
10. Click (highlight) each of the following parameters, and in turn type, overtype or select desired values in screen **Discrete Value** window:

    Beginning Date: Invoice period start date, in MM/DD/YYYY format.

    Ending Date: Invoice period end date, in MM/DD/YYYY format.

    Invoice Frequency: Interval represented by time between invoice **Beginning Date** and **Ending Date** values (e.g., 'Monthly', Bi-Weekly', etc).

11. When finished, click **OK**; **Invoice Preview** screen displays:



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TRIPLE e TECHNOLOGIES

Invoice Preview

Date: 3/26/2013
Page: 1 of 2

Printed for the Dates of: 1/1/2012 To 3/26/2013

Billy's Construction

Site	Date	Description	Qty	Original Price	Discounted Price	Original Amount	Discounted Amount
Coen Exit 11 BP	03/12/2013	Premium Fuel	22.670	1.000	1.000	$ 22.67	$ 22.67
Coen Exit 11 BP	03/12/2013	Prepaid Fuel	1.000	177.330	0.000	$ 177.33	$ 0.00
Coen Exit 11 BP	03/12/2013	DYED DIESEL	1.000	1.000	1.045	$ 1.00	$ 1.05
Coen Exit 11 BP	03/12/2013	Premium Fuel	7.380	1.000	1.000	$ 7.38	$ 7.38
Coen Exit 11 BP	03/12/2013	Prepaid Fuel	1.000	12.620	0.000	$ 12.62	$ 0.00
Coen Exit 11 BP	03/12/2013	Dyed Diesel	10.124	1.000	1.045	$ 10.12	$ 10.58
Coen Exit 11 BP	03/12/2013	Prepaid Fuel	1.000	9.420	0.000	$ 9.42	$ 0.00
Coen Exit 11 BP	03/12/2013	DYED DIESEL	27.646	1.000	1.045	$ 27.63	$ 28.89
		Customer Total:	**71.820**			**$ 268.17**	**$ 70.57**

Test Account

Site	Date	Description	Qty	Original Price	Discounted Price	Original Amount	Discounted Amount
Coen Exit 11 BP	03/20/2013	DIESEL 2	2.000	1.000	1.000	$ 2.00	$ 2.00
Coen Exit 11 BP	03/20/2013	DIESEL 2	1.000	1.000	1.000	$ 1.00	$ 1.00
		Customer Total:	**3.000**			**$ 3.00**	**$ 3.00**
		Frequency Total:	**74.820**			**$ 271.17**	**$ 73.57**

NOTE: Only those transactions not previously invoiced display.

12. Review the following:

Date: System-generated invoice preview date, in MM/DD/YYYY format.

Printed for the Dates of: Inclusive dates for which report pertains.

[*Customer Name*]*:* Unique name identifying customer.

Site: Unique name identifying customer site.

Date: Item sales date, in MM/DD/YYYY format.

Description: Unique name or brief text identifying item.

Qty: Item quantity, per specified unit of measure.

Original Price: Item original vendor price.

Discounted Price: Item vendor price after discount, if applicable.

Original Amount: Item original customer price.

Discounted Amount: Item customer price after discount, if applicable.

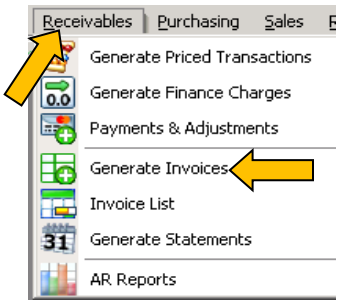
Customer Total: Sum of customer invoice **Qty**, **Original Amount** and **Discounted Amount** values.

Frequency Total: Sum of **Qty**, **Original Amount** and **Discounted Amount** values for all customer invoices for specified **Printed for the Dates of:** values (above).

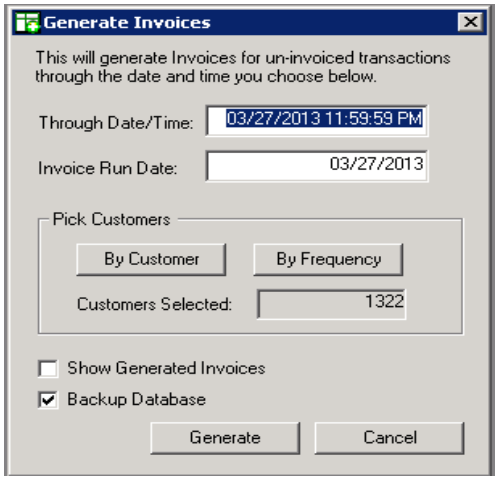
13. Verify accuracy and completeness of customer pricing and all invoice details.

Correct errors following procedures in this Guide for vendor and customer pricing; repeat Steps 1-12 (above) as necessary to ensure invoice data accuracy and completeness *before* proceeding.

14. Click toolbar Receivables tab.



15. Click **Generate Invoices** on menu; **Generate Invoices** screen displays:



16. As appropriate, accept or overtype the following:

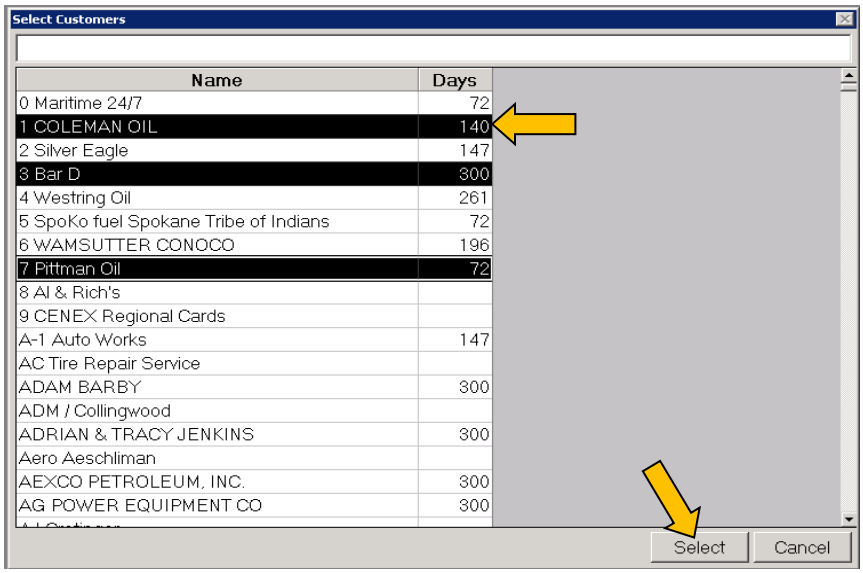
Through Date/Time: Invoice period end date and time, in MM/DD/YYYY HH:MM:SS AM/PM format.

Invoice Run Date: Invoice generation date, in MM/DD/YYYY format; default is system-generated current date.

17. Do one of the following:

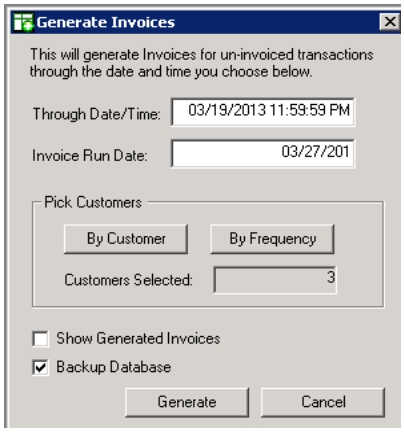
- To generate invoices for selected customer(s) only, go to Step 17; *or*
- To generate all invoices for a specific frequency value, go to Step 21.

18. Click **Customer**; **Select Customers** screen displays:



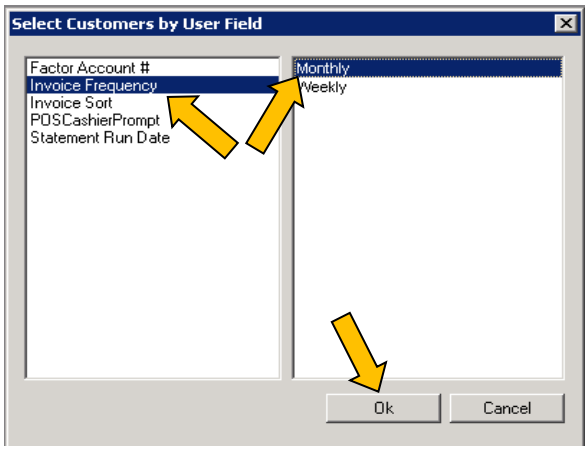
19. As appropriate, click/Ctrl-click customer(s) for whom you want to generate invoice(s).

20. When finished, click **Select** at screen bottom: **Generate Invoices** screen redisplays:



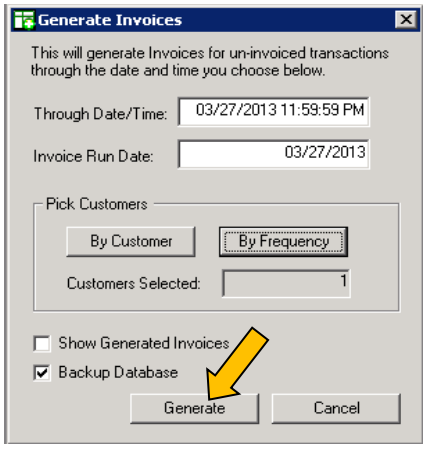
21. Go to Step 24.

22. Click **By Frequency**; **Select Customers By User Field** screen displays:



23. Click **Invoice Frequency** in left pane and desired frequency value (e.g., 'Monthly', 'Weekly', etc.) in right pane.

24. Click **OK** at screen bottom; **Generate Invoices** screen redisplays:



25. As appropriate, select the following:

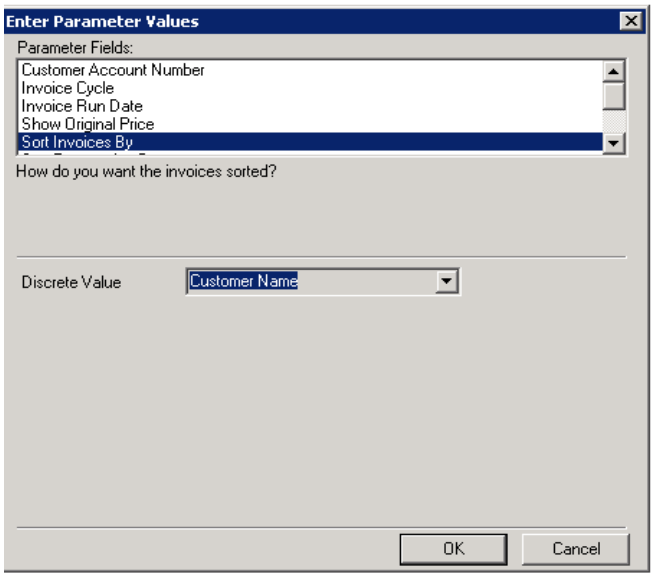
    Show Generated Invoices: Automatically display dialog to specify Invoice print parameters.

    Backup Database: Create invoice run backup in database.

26. When finished, click **Generate**.

27. Do one of the following:

    - If **Show Generated Invoices** NOT selected (above), go to Step 29; *or*
    - If **Show Generated Invoices** selected (above), **Enter Parameter Values** screen displays; go to Step 27.



28. As desired, select (click) from the following invoice run print **Parameter Fields** option(s), and for each selection either type, overtype or select corresponding option values in the **Discrete Value** window:

    Customer Account Number: Only print Card List for customer account number specified.

    Invoice Cycle: Only include invoice(s) with run frequency specified (e.g., 'Monthly', 'Weekly', etc.).

    Invoice Run Date: Only include invoice(s) for run date specified (system default is current date).

    Show Original Price: Include vendor original pricing on invoices.

    Sort Invoices By: Print invoices in order of sort criteria specified.

    Sort Transaction By: Print transactions on invoice in order of sort criterion specified.

    Display Invoice Batch Totals Summary?: Include batch totals summary page at invoice run start.

    Display Per Month in Finance Charge Message?: Include finance charge message at invoice bottom.

    Show Logo?: Display company logo on invoice(s).

29. When finished, click **OK**; **Invoice** screen displays:

INVOICE

From: VIRTUALXP-40234
Attn: Accounting
119 E. 3rd Ave.
Ventura, CA 93003

Bill To: 55568 Customer
12345 15TH STREET
Post Falls, ID 83858

Customer Account #: 0001001

Invoice #	Invoice Date	Terms	Page
5151	3/27/2013	2% 10 net 30	17 of 17

For Card #: 007410436 Calvin

POS Receipt	Location	Date	Time	Veh #	Drv #	Description	Qty	Price	Amount
750669	VIRTUALXP-40234	12/05/2012	07:18			DIESEL 2	6.927	3.980	27.57
750682	VIRTUALXP-40234	12/05/2012	08:45			DIESEL 2	1.313	3.980	5.23
750682	VIRTUALXP-40234	12/05/2012	08:45			DIESEL 2	6.264	3.980	24.93
750775	VIRTUALXP-40234	12/18/2012	11:07			DIESEL 2	1.873	3.980	7.45

Card Total For Card #: 007410436 **Fuel Qty 16.377** **Fuel Total 65.18** **Total Amt 65.18**

† Sale was multi-tendered

Fuel Product Usage

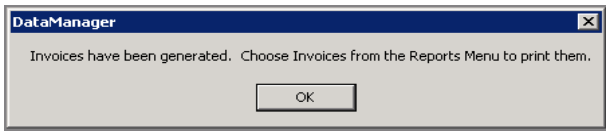
Product	Quantity	Amount
DIESEL 2	482.536	1,880.06
Prepaid Fuel	10.000	89.42
UNLEADED FUEL	578.617	2,034.64
Totals:	**1,071.153**	**4,004.12**

Invoice Total: 2,903.21

A Late fee of 1.50% will be applied to all past due balances.

Page 17 of 17

30. To 0(s), click printer icon on tool bar, and then click **OK** on print dialog.
31. STOP!
32. WAIT! *Then*: Following message displays.



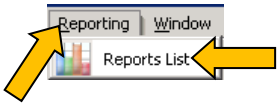
33. Click **OK**.

34. Go to next section, "Printing and Exporting Customer Invoices".

Printing and Exporting Customer Invoices

You can select from and print or export the customer invoices you have generated by first accessing the **Reports List** screen. You can navigate to this screen two ways from the Main display:

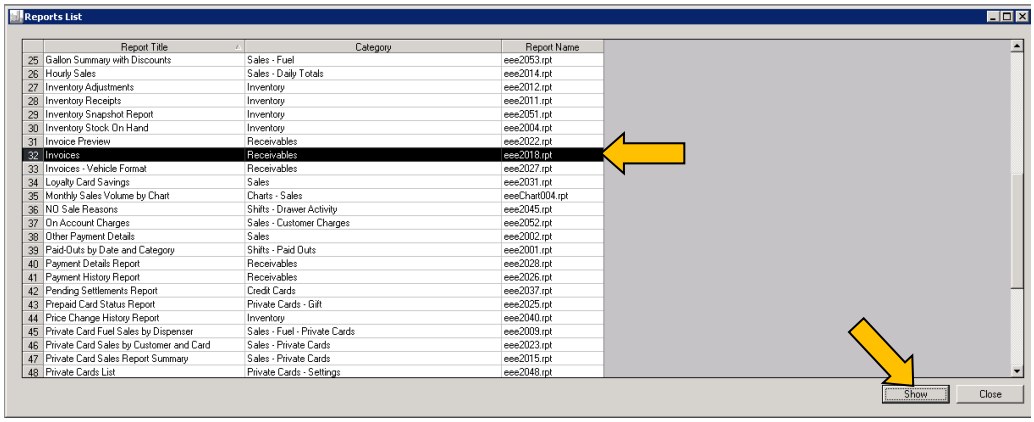
- Click task bar Reporting tab, and then click **Reports List** on menu.



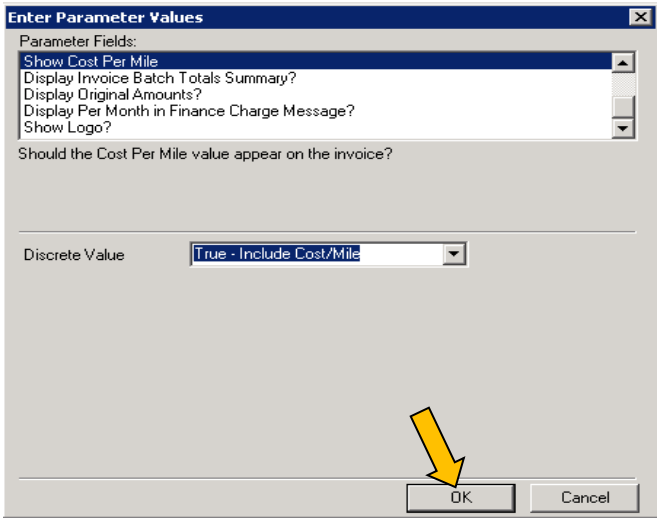
OR

- Click toolbar **Reporting** icon:

Then: **Reports List** displays:


Reports List
Report Title
Category
Report Name
25 Gallon Summary with Discounts Sales - Fuel eee2053.rpt
26 Hourly Sales Sales - Daily Totals eee2014.rpt
27 Inventory Adjustments Inventory eee2012.rpt
28 Inventory Receipts Inventory eee2011.rpt
29 Inventory Snapshot Report Inventory eee2051.rpt
30 Inventory Stock On Hand Inventory eee2004.rpt
31 Invoice Preview Receivables eee2022.rpt
32 Invoices Receivables eee2018.rpt
33 Invoices - Vehicle Format Receivables eee2027.rpt
34 Loyalty Card Savings Sales eee2031.rpt
35 Monthly Sales Volume by Chart Charts - Sales eeeChart004.rpt
36 NO Sale Reasons Shifts - Drawer Activity eee2045.rpt
37 On Account Charges Sales - Customer Charges eee2052.rpt
38 Other Payment Details Sales eee2002.rpt
39 Paid-Outs by Date and Category Shifts - Paid Outs eee2001.rpt
40 Payment Details Report Receivables eee2028.rpt
41 Payment History Report Receivables eee2026.rpt
42 Pending Settlements Report Credit Cards eee2037.rpt
43 Prepaid Card Status Report Private Cards - Gift eee2025.rpt
44 Price Change History Report Inventory eee2040.rpt
45 Private Card Fuel Sales by Dispenser Sales - Fuel - Private Cards eee2009.rpt
46 Private Card Sales by Customer and Card Sales - Private Cards eee2023.rpt
47 Private Card Sales Report Summary Sales - Private Cards eee2015.rpt
48 Private Cards List Private Cards - Settings eee2048.rpt
Show
Close

1. Do one of the following:
   - To print or export invoice contents in customer vehicle-related format, go to Step 2; *or*
   - To print or export invoice contents in standard customer format, go to Step 5.
2. Click **Invoices – Vehicle Format**, and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



3. As applicable, specify the following invoice run **Parameter Fields** option(s); for each option, either accept, type, overtype or select (click) corresponding option values in the **Discrete Value** window:

   Customer Account Number: Only print Card List for customer account number specified.

   Invoice Cycle: Only include invoice(s) with run frequency specified (e.g., 'Monthly', 'Weekly', etc.).

   Invoice Run Date: Only include invoice(s) for invoice run date specified (system default is current date).

   Sort Invoices By: Print invoices in order of sort criterion specified (i.e., 'Customer Code', 'Customer Name' or 'Invoice Number').

   Sort Transaction By: Print transactions in order of sort criterion specified (i.e., 'Transaction Date', 'Location' or 'Driver #').

   Show Cost Per Mile: Include vehicle cost per mile data on invoices.

   Display Invoice Batch Totals Summary?: Include batch totals summary page at invoice run start.

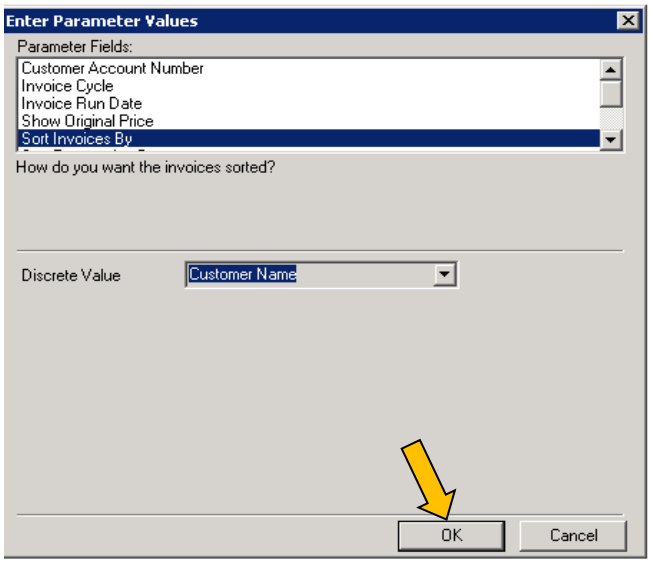
   Display Original Amounts: Include vendor original pricing on invoice(s).

   Display Per Month in Finance Charge Message?: Include finance charge message at invoice bottom.

   Show Logo?: Display company logo on invoice(s).

4. Go to Step 7.

5. Click **Invoices**, and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



6. As applicable, specify the following invoice run **Parameter Fields** option(s); for each option, either accept, type, overtype or select (click) corresponding option values in the **Discrete Value** window:

   Customer Account Number: Only print Card List for customer account number specified.

   Invoice Cycle: Only include invoice(s) with run frequency specified (e.g., 'Monthly', 'Weekly', etc.).

   Invoice Run Date: Only include invoice(s) for invoice run date specified (system default is current date).

   Show Original Price: Include vendor original pricing on invoices.

   Sort Invoices By: Print invoices in order of sort criterion specified (i.e., 'Customer Code', 'Customer Name' or 'Invoice Number').

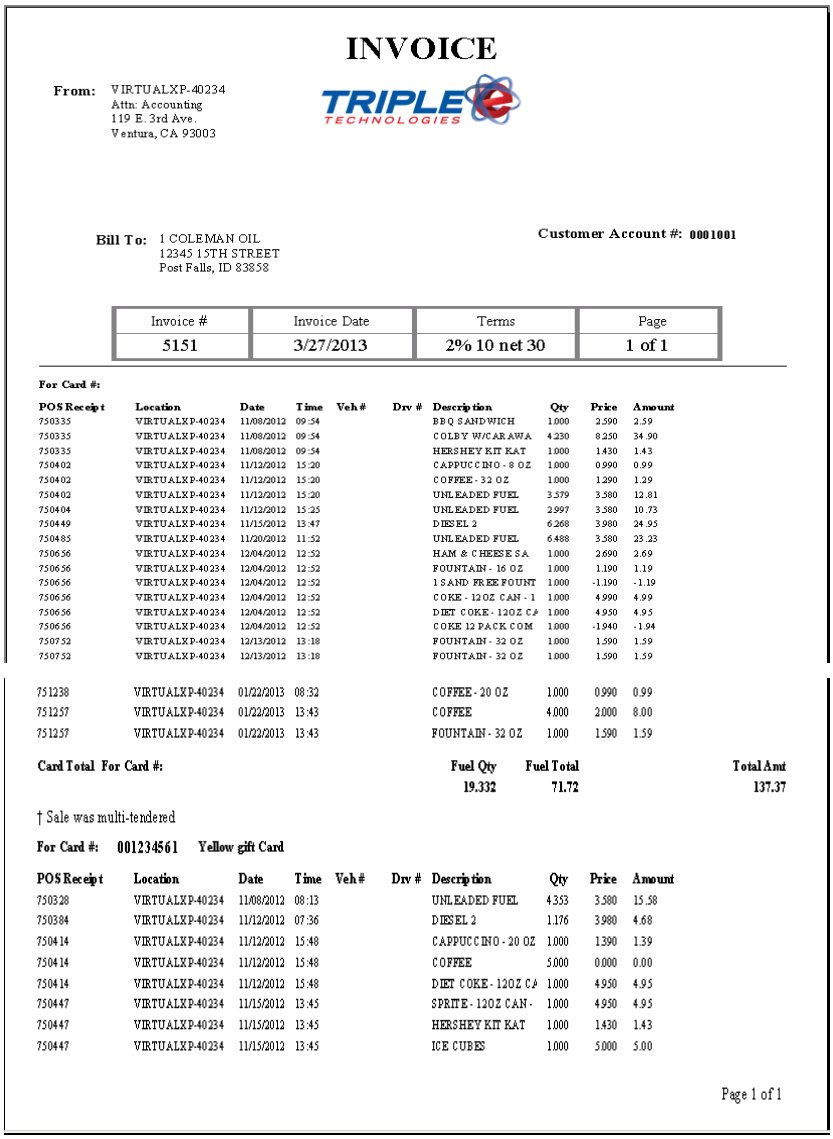
   Sort Transaction By: Print transactions in order of sort criterion specified (i.e., 'Transaction Date', 'Location' or 'Driver #').

   Display Invoice Batch Totals Summary?: Include batch totals summary page at invoice run start.

   Display Per Month in Finance Charge Message?: Include finance charge message at invoice bottom.

   Show Logo?: Display company logo on invoice(s).

7. Click **OK** at screen bottom; **Invoices** display:



INVOICE

From: VIRTUALXP-40234
Attn: Accounting
119 E. 3rd Ave.
Ventura, CA 93003

Bill To: 1 COLEMAN OIL
12345 15TH STREET
Post Falls, ID 83858

Customer Account #: 0001001

Invoice #	Invoice Date	Terms	Page
5151	3/27/2013	2% 10 net 30	1 of 1

For Card #:

POS Receipt	Location	Date	Time	Veh #	Drv #	Description	Qty	Price	Amount
750335	VIRTUALXP-40234	11/08/2012	09:54			BBQ SANDWICH	1.000	2.590	2.59
750335	VIRTUALXP-40234	11/08/2012	09:54			COLBY W/CARAWA	4.230	8.250	34.90
750335	VIRTUALXP-40234	11/08/2012	09:54			HERSHEY KIT KAT	1.000	1.430	1.43
750402	VIRTUALXP-40234	11/12/2012	15:20			CAPPUCCINO - 8 OZ	1.000	0.990	0.99
750402	VIRTUALXP-40234	11/12/2012	15:20			COFFEE - 32 OZ	1.000	1.290	1.29
750402	VIRTUALXP-40234	11/12/2012	15:20			UNLEADED FUEL	3.579	3.580	12.81
750404	VIRTUALXP-40234	11/12/2012	15:25			UNLEADED FUEL	2.997	3.580	10.73
750449	VIRTUALXP-40234	11/15/2012	13:47			DIESEL 2	6.268	3.980	24.95
750485	VIRTUALXP-40234	11/20/2012	11:52			UNLEADED FUEL	6.488	3.580	23.23
750656	VIRTUALXP-40234	12/04/2012	12:52			HAM & CHEESE SA	1.000	2.690	2.69
750656	VIRTUALXP-40234	12/04/2012	12:52			FOUNTAIN - 16 OZ	1.000	1.190	1.19
750656	VIRTUALXP-40234	12/04/2012	12:52			1 SAND FREE FOUNT	1.000	-1.190	-1.19
750656	VIRTUALXP-40234	12/04/2012	12:52			COKE - 12OZ CAN - 1	1.000	4.990	4.99
750656	VIRTUALXP-40234	12/04/2012	12:52			DIET COKE - 12OZ CA	1.000	4.950	4.95
750656	VIRTUALXP-40234	12/04/2012	12:52			COKE 12 PACK COM	1.000	-1.940	-1.94
750752	VIRTUALXP-40234	12/13/2012	13:18			FOUNTAIN - 32 OZ	1.000	1.590	1.59
750752	VIRTUALXP-40234	12/13/2012	13:18			FOUNTAIN - 32 OZ	1.000	1.590	1.59
751238	VIRTUALXP-40234	01/22/2013	08:32			COFFEE - 20 OZ	1.000	0.990	0.99
751257	VIRTUALXP-40234	01/22/2013	13:43			COFFEE	4.000	2.000	8.00
751257	VIRTUALXP-40234	01/22/2013	13:43			FOUNTAIN - 32 OZ	1.000	1.590	1.59

Card Total For Card #: **Fuel Qty** 19.332 **Fuel Total** 71.72 **Total Amt** 137.37

† Sale was multi-tendered

For Card #: 001234561 **Yellow gift Card**

POS Receipt	Location	Date	Time	Veh #	Drv #	Description	Qty	Price	Amount
750328	VIRTUALXP-40234	11/08/2012	08:13			UNLEADED FUEL	4.353	3.580	15.58
750384	VIRTUALXP-40234	11/12/2012	07:36			DIESEL 2	1.176	3.980	4.68
750414	VIRTUALXP-40234	11/12/2012	15:48			CAPPUCCINO - 20 OZ	1.000	1.390	1.39
750414	VIRTUALXP-40234	11/12/2012	15:48			COFFEE	5.000	0.000	0.00
750414	VIRTUALXP-40234	11/12/2012	15:48			DIET COKE - 12OZ CA	1.000	4.950	4.95
750447	VIRTUALXP-40234	11/15/2012	13:45			SPRITE - 12OZ CAN -	1.000	4.950	4.95
750447	VIRTUALXP-40234	11/15/2012	13:45			HERSHEY KIT KAT	1.000	1.430	1.43
750447	VIRTUALXP-40234	11/15/2012	13:45			ICE CUBES	1.000	5.000	5.00

Page 1 of 1

8. Do one of the following:
   - To review invoice(s) before printing or exporting, go to Step 9; *or*
   - To print or export invoice(s) without review, go to Step 10.
9. Review the following (*NOTE: Invoice information headings presented in alphabetical order for reference purposes only; actual invoice headings and heading placement vary per previously specified run selection criteria*):

   Account Number: Unique number identifying customer.

   Amount: Item customer price after discount.

   Amount: Sum of item **Qty** x **Price** values.

   Beg Odom: Vehicle odometer reading at reporting period start.

   Bill To: Customer name and Address.

Card #: Unique number and name identifying payment/gift card.

Card Total: Reporting period fuel quantity and dollar amount totals for payment/gift card specified.

Cost/Mile: Vehicle fuel cost per mile; **Fuel Amt** value divided by **Miles** value.

Customer Account #: Unique number identifying customer.

Date: POS transaction date, in MM/DD/YYYY format.

Desc: Unique name or brief narrative identifying item.

Description: Unique name or brief narrative identifying item.

Discounted Amount: Item customer price after discount.

Discounted Price: Item vendor price after discount.

Driver: Unique name or number identifying vehicle driver.

Driver Total: Reporting period fuel quantity and dollar amount totals for driver specified.

Drv #: Unique number identifying transaction driver of record.

End Odom: Vehicle odometer reading at reporting period end.

Exemption Summary: Tax exemption totals by product summary.

For Card #: Unique number and name identifying payment/gift card.

For Driver #: Unique number and/or name identifying transaction driver of record.

For Vehicle #: Unique number and/or name identifying transaction vehicle of record.

From: Your Company name and address.

Fuel Amt: Total dollar amount for fuel gallons purchased, per selected sort criteria (e.g., Vehicle #, Driver #, etc.)

Fuel Qty: Total fuel gallons purchased, per selected sort criteria (e.g., Vehicle #, Driver #, etc.)

Fuel Total: Total dollar amount for fuel gallons purchased, per selected sort criteria (e.g., Vehicle #, Driver #, etc.)

Invoice #: Unique number identifying invoice.

Invoice Amount: Sum of invoice **Total Amt** values.

Invoice Date: System-generated invoice run date, in MM/DD/YYYY format.

Invoice Total: Sum of invoice **Total Amt** values.

Item: Unique name or brief narrative identifying item.

Location: Unique name identifying customer site.

Miles: Difference between **Beg Odom** and **End Odom** values.

Miles/Gal: Vehicle miles per fuel gallon; **Miles** value divided by **Fuel Qty**.

MPG: Vehicle miles per fuel gallon; **Miles** value divided by **Fuel Qty**.

Odometer: Vehicle odometer reading at reporting period end.

Orig Amount: Item original customer price.

Orig Price: Item original vendor price.

Qty: Item quantity, per specified unit of measure.

Quantity: Item quantity, per specified unit of measure.

POS Receipt: Unique number identifying POS transaction receipt.

Price: Item vendor price after discount.

Product: Unique name or brief narrative identifying item.

Sales Summary: Sales and quantity totals by product summary.

Site: Unique name identifying customer site.

TaxAmt: Product tax total paid.

Tax Summary: Tax totals by product summary.

Terms: Customer account payment terms.

Time: POS transaction time, in HH:MM format.

Tkt Ref.: Ticket Reference; unique number identifying POS transaction receipt.

Transaction Detail: Sales transaction detail, per selected sort criteria (e.g., Vehicle #, Driver #, etc.).

Trans Date: POS transaction date, in MM/DD/YYYY format.

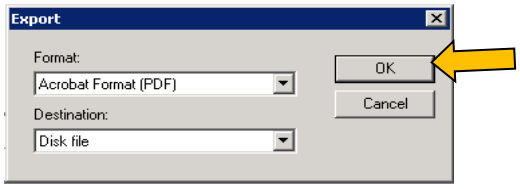
Veh #: Unique number identifying transaction vehicle of record.

10. Do one of the following:

    - To print invoice(s), click printer icon on tool bar, and then click **OK** on print dialog; STOP!

      or

    - To export invoice(s) to Excel, PDF or other file format, click export icon on tool bar; go to Step 11.



11. Select the following:

    Format: File format type (e.g., ‘PDF’, ‘RTF’, etc.).

    Destination: File export destination (e.g., ‘Lotus Domino’).

12. When finished, click **OK**.

Chapter 12

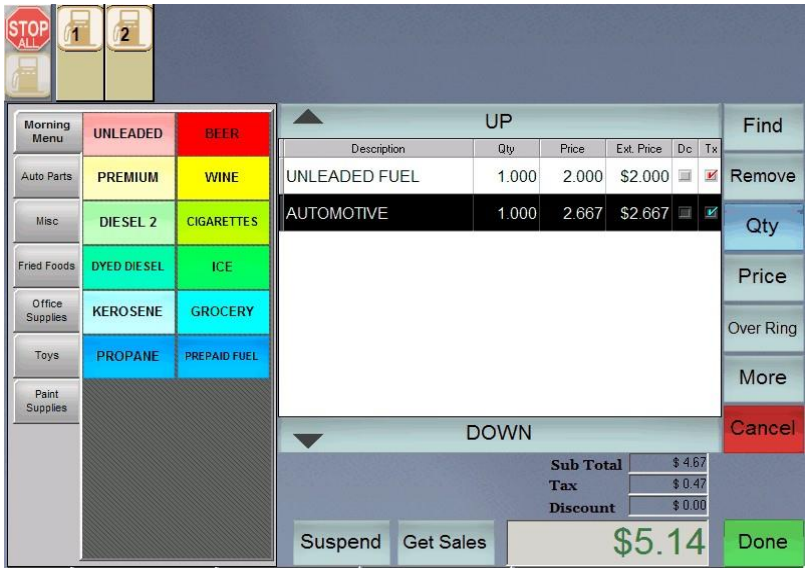
Configuring Point Of Sale

DataManager allows you to integrate various customer-facing business operations with your FCT or POS register. However, before you can do this you must first specify the way you want your terminal or register menus and menu buttons to function and display, and then appropriately configure attending peripheral devices such as scanners, printers and card swipers.

Setting Up Register Quick Menus

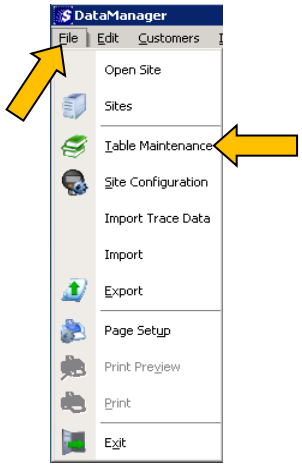
Quick Menus are the tab functions that display on the left side of the register screen, with associated inventory items displayed at right. You typically set menu tab functions for your most frequently purchased and/or non-barcoded inventory items. See examples below:

Register:

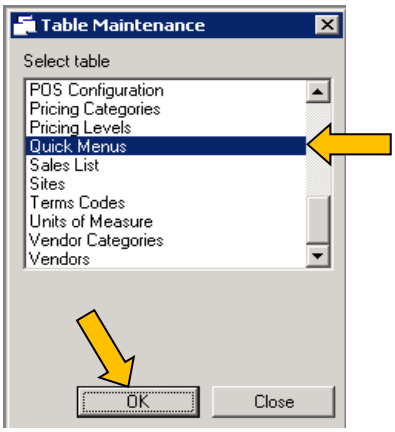


You configure Quick Menus by first accessing the **Quick Menus** screen. You can navigate to this screen from the Main display two ways:

- Click toolbar File tab, and then click **Table Maintenance** on menu.



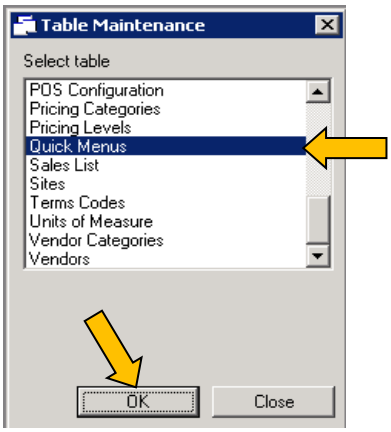
- **Table Maintenance** screen displays:



- **C**lick **Quick Menus** on menu, and then click **OK** at screen bottom.

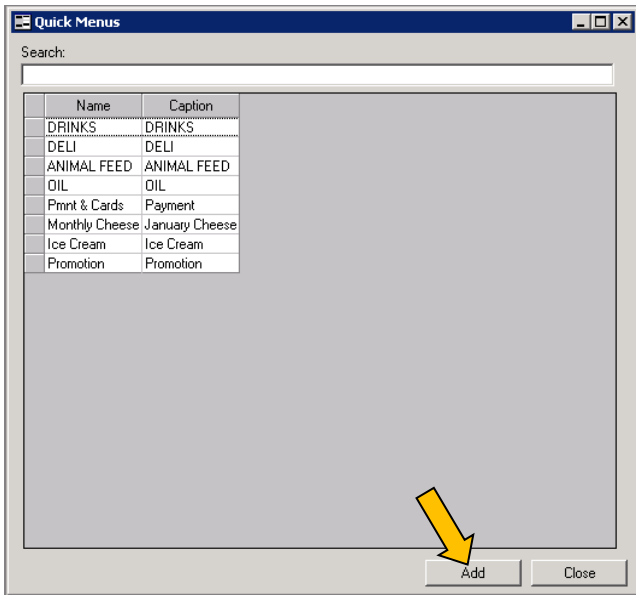
OR

- Click toolbar Table Maintenance icon; click **Quick Menus** on menu, and then click **OK** at screen bottom.

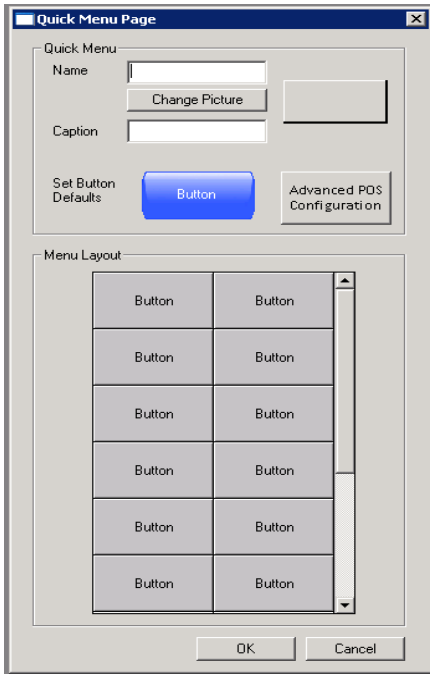


Then:

- **Quick Menus** screen displays:



- Click **Add** at screen bottom; **Quick Menu Page** screen displays:



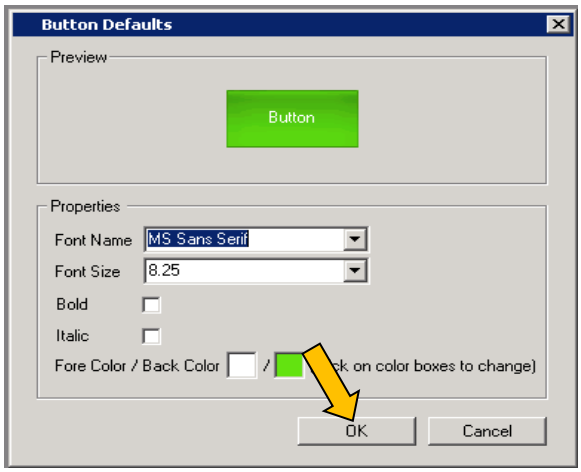
1. Type the following:

   Name: Unique name or brief text identifying menu.

   Caption: Text corresponding to **Name** to display at POS.

2. Click

; **Button Defaults** dialog displays:



3. Review **Preview** display; as appropriate, accept or reselect (click) the following default settings:

   Font Name: Button caption print type style (e.g., ‘Arial’).

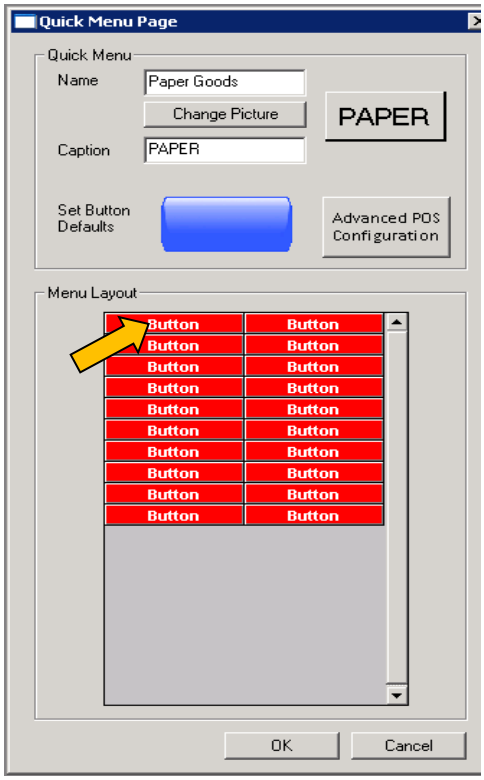
   Font Size: Button caption print type style point size (e.g., ‘8.25’).

   Bold: **Bolden** button caption print.

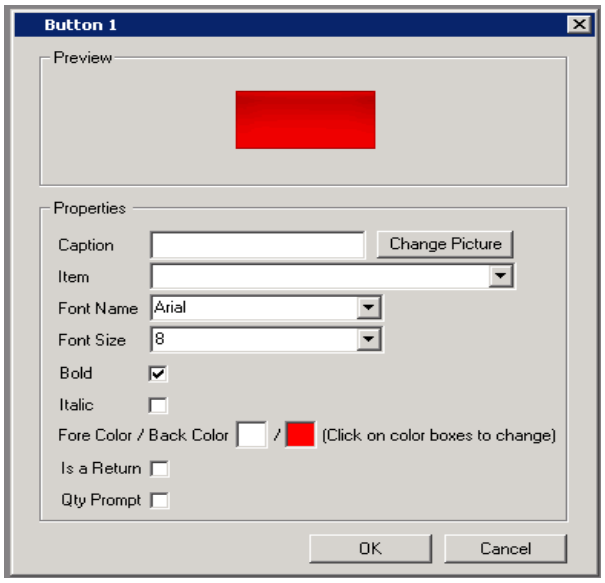
   Italic: *Italicize* button caption print.

Fore Color / Back Color: Button foreground (print) and background colors.

4. When finished, click **OK** at screen bottom; **Quick Menu Page** screen redisplays with saved button defaults:



5. Click position of first menu button you want to configure; **Button [n]** dialog displays:



6. As appropriate, type or select the following:

Caption: Text corresponding to **Item** to display on button.

Item: Unique name or brief description identifying inventory item.

Font Name: Button caption print type style (e.g., 'Arial').

Font Size: Button caption print type style point size (e.g., '8.25').

Bold: **Bolden** button caption print.

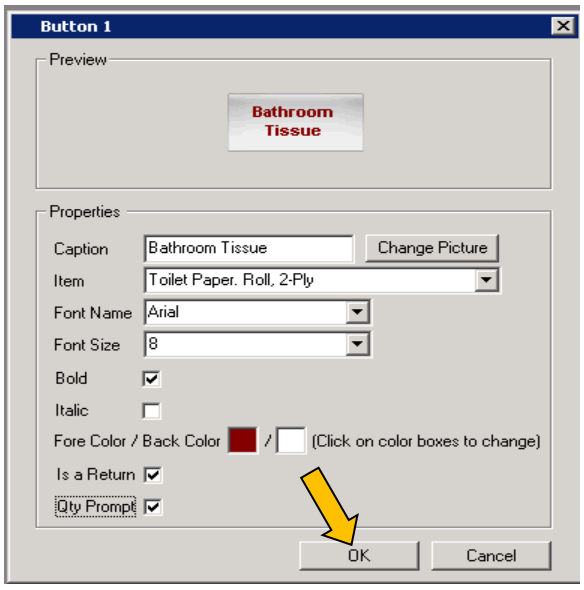
Italic: *Italicize* button caption print.

Fore Color / Back Color: Button foreground (print) and background colors.

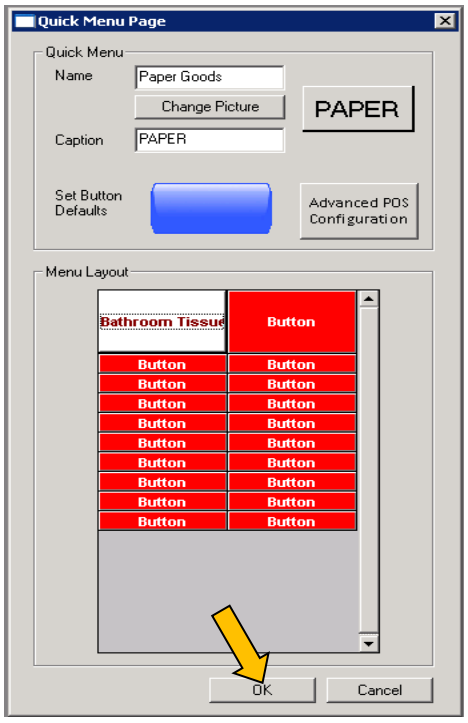
Is a Return: Automatically display selected item as return/over-ring.

Qty Prompt: Automatically display selected item multiple quantity prompt for cashier.

7. Review button preview and confirm associated information:



8. When finished, click **OK** at screen bottom; updated **Quick Menu Page** screen displays:

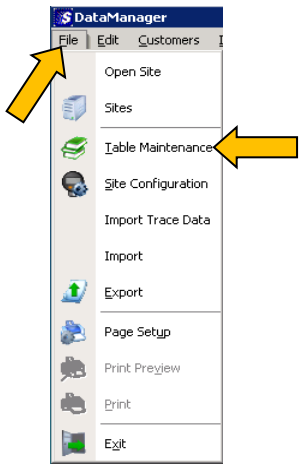


9. Repeat Steps 1 – 8 (above) for each menu tab/button.
10. When finished, click **OK** at screen bottom; go to 'Configuring POS' section, below.

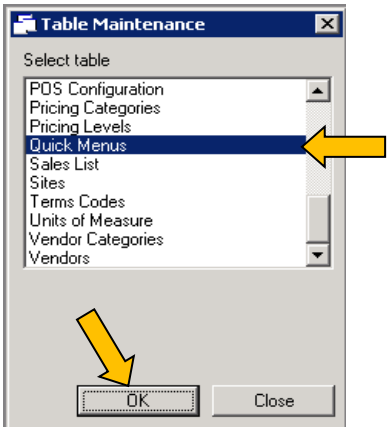
Updating Quick Menus

Following setup, you can subsequently add to, change or delete the Quick Menus you have configured. You update Quick Menus by first accessing the **Quick Menus** screen. You can navigate to this screen from the Main display two ways:

- Click toolbar File tab, and then click **Table Maintenance** on menu.



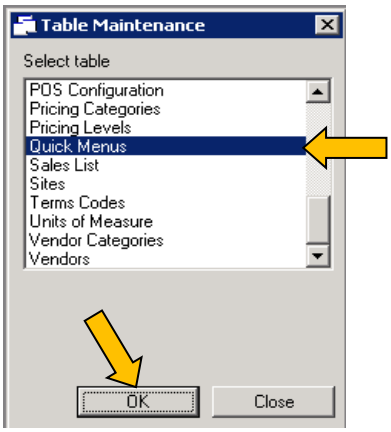
- **Table Maintenance** screen displays:



- Click **Quick Menus** on menu, and then click **OK** at screen bottom.

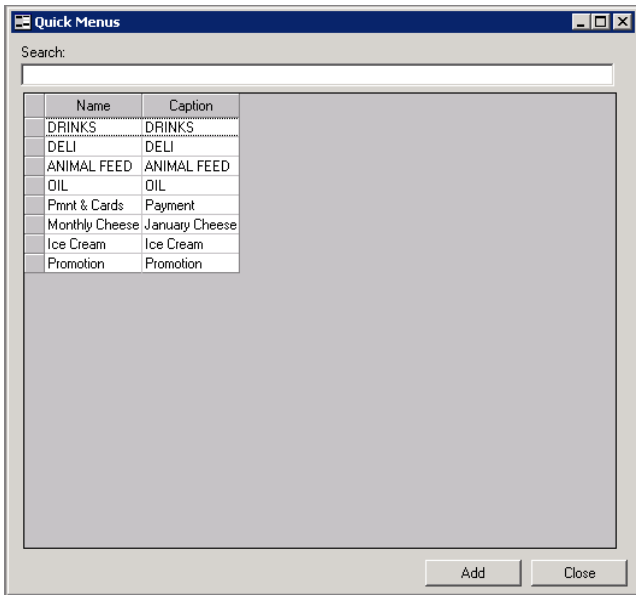
OR

- Click toolbar Table Maintenance icon; click **Quick Menus** on menu, and then click **OK** at screen bottom.

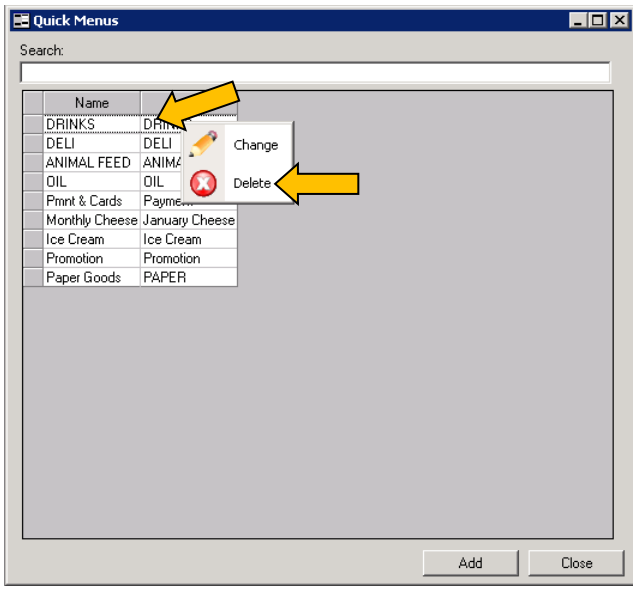


Then:

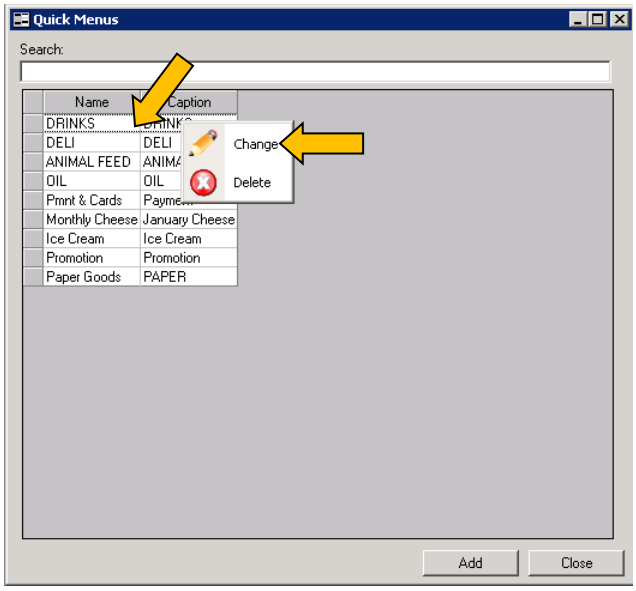
- **Quick Menus** screen displays:



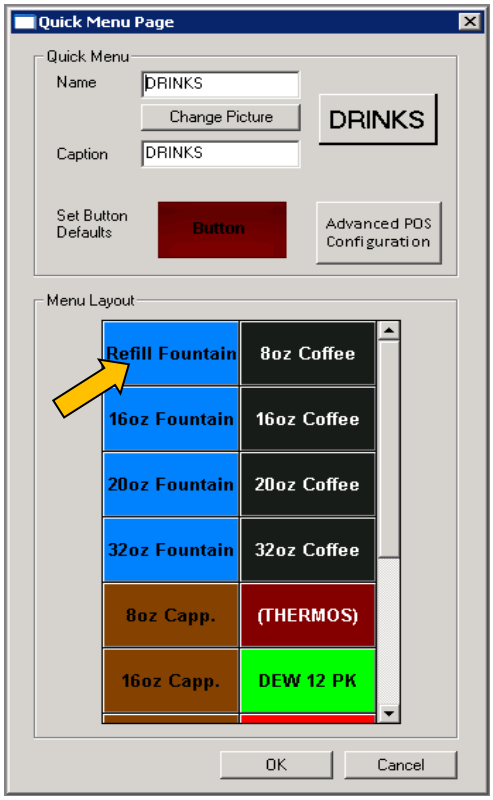
1. Do one of the following:
   - To completely remove (delete) entry, go to Step 2; *or*
   - To update information for an entry, go to Step 5.
2. Right-click entry to be removed.



3. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog; entry removed.
4. STOP!
5. Right-click entry to be updated.



6. Click **Change** icon; applicable **Quick Menu Page** screen displays:

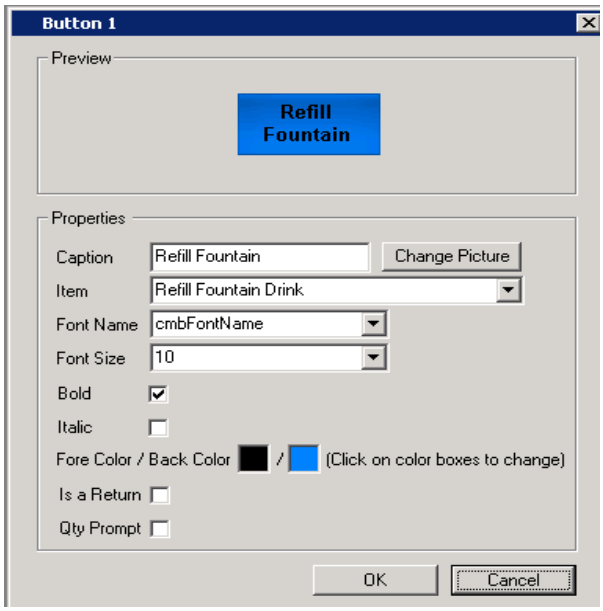


7. As appropriate, change (overtype) the following:

   Name: Unique name or brief text identifying menu.

   Caption: Text corresponding to **Name** to display at POS.

8. Click position of first menu button you want to update; **Button [n]** dialog displays:



9. As appropriate, overtype or reselect the following:

   Caption: Text corresponding to **Item** to display on button.

   Item: Unique name or brief description identifying inventory item.

   Font Name: Button caption print type style (e.g., 'Arial').

   Font Size: Button caption print type style point size (e.g., '8.25').

   Bold: **Bolden** button caption print.

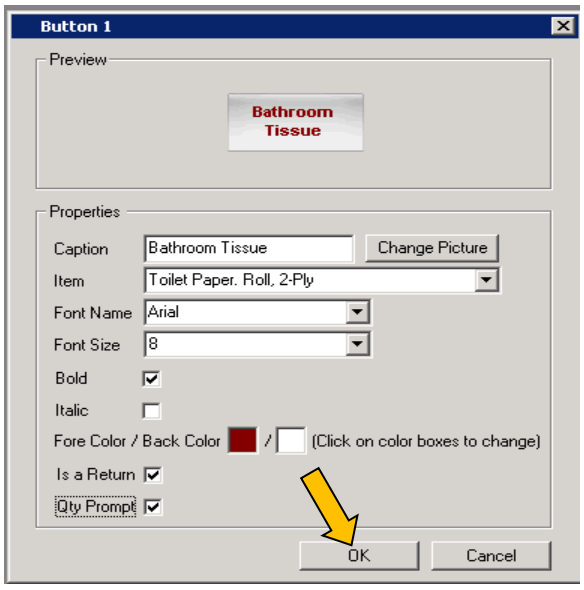
   Italic: *Italicize* button caption print.

   Fore Color / Back Color: Button foreground (print) and background colors.

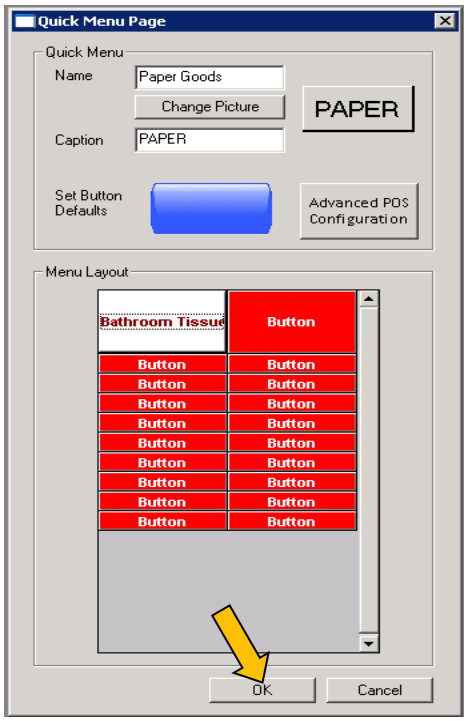
   Is a Return: Automatically display selected item as return/over-ring.

   Qty Prompt: Automatically display selected item multiple quantity prompt for cashier.

10. Review button preview and confirm associated information:



11. When finished, click **OK** at screen bottom; updated **Quick Menu Page** screen displays:

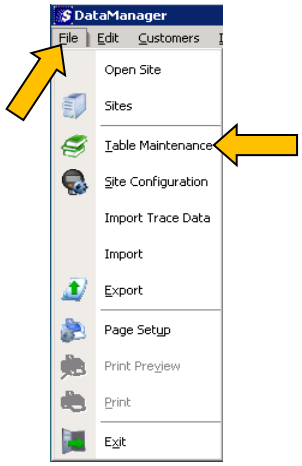


12. When finished, click **OK** at screen bottom; go to 'Configuring POS' section, below.

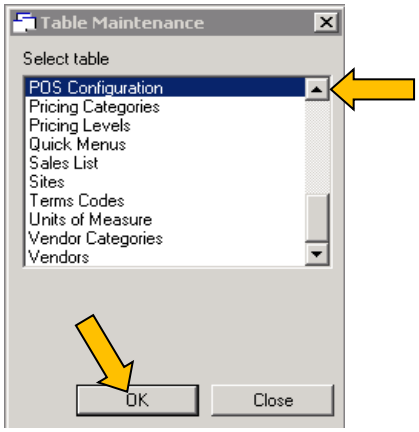
Configuring Your POS

Following menu setup, you must next configure each FCT or POS Register and their attending peripherals such as printers and scanners. You do this by first accessing the **POS Configuration** screen. You can navigate to this screen from the Main display two ways:

- Click toolbar File tab, and then click **Table Maintenance** on menu.



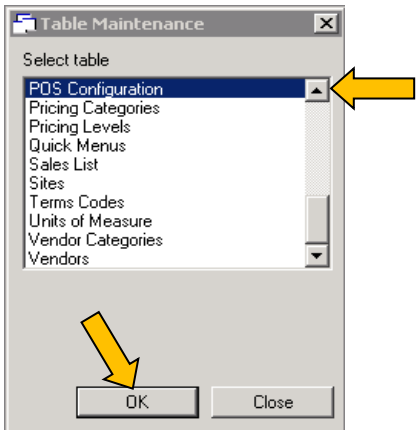
- **Table Maintenance** screen displays:



- **C**lick **POS Configuration** on menu, and then click **OK** at screen bottom.

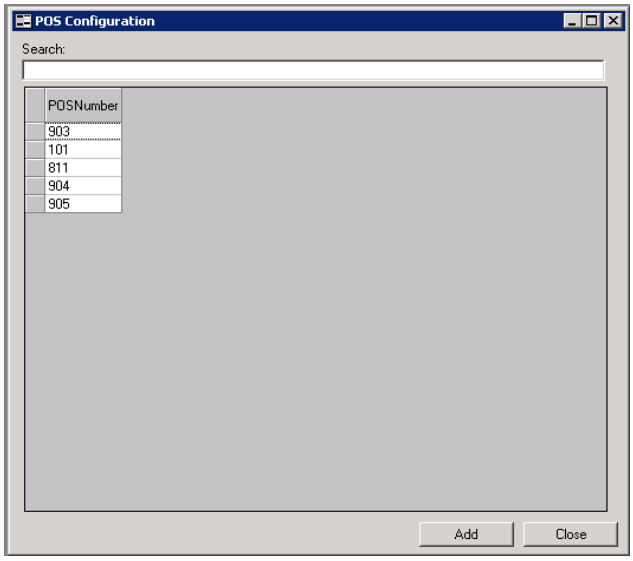
OR

- Click toolbar Table Maintenance icon; click **POS Configuration** on menu, and then click **OK** at screen bottom.

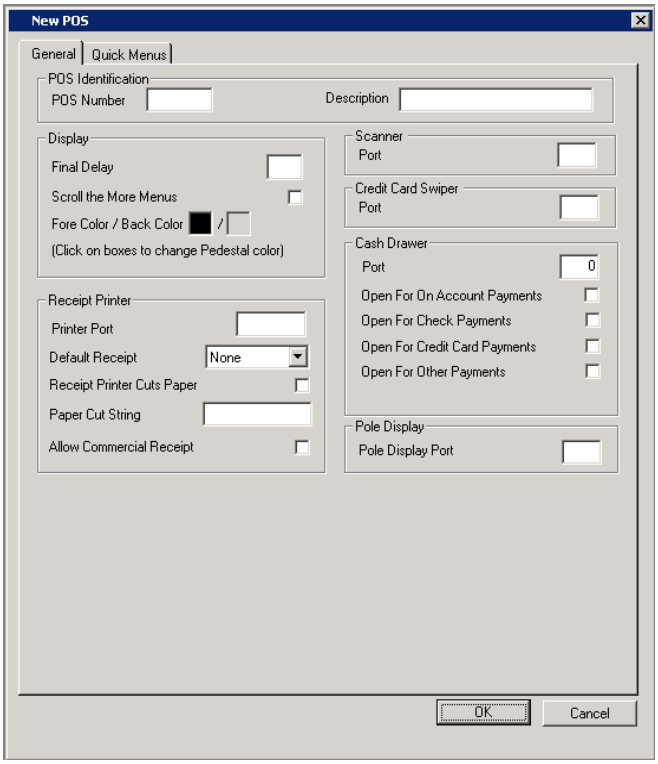


Then:

- **POS Configuration** screen displays:



1. Do one of the following:
   - If **POS Configuration** screen blank or to add entries, go to Step 2; *or*
   - To delete or update information for an entry, go to Step 5.
2. Click **Add** at screen bottom; **New POS** screen displays:



3. As appropriate, type or select (click) the following:

   POS Identification: Unique number or code identifying entry.

   Description: Unique name or brief narrative identifying entry.

   Final Delay: Time (in seconds) from sale completion until cash drawer open.

   Scroll the More Menus: Open advanced menu options to scroll slowly rather than immediately.

   Fore Color / Back Color: Button foreground (print) and background colors.

   Printer Port: Unique number identifying printer port assignment.

   Default Receipt: Printer default receipt type; either 'None', 'Retail' or 'Commercial'.

   Receipt Printer Cuts Paper: Enable printer to cut receipt paper.

   Paper Cut String: Printer command for receipt paper cut; *input or changed by e3tek technician only*.

   Allow Commercial Receipt: Print customer receipt in commercial format.

   Scanner Port: Unique number identifying scanner port assignment.

   Credit Card Swiper Port: Unique number identifying card swiper port assignment.

Port: Unique number identifying cash drawer port assignment.

Open For On Account Payments: Automatically open cash drawer for account payments.

Open For Check Payments: Automatically open cash drawer for card payments..

Open For Credit Card Payments: Automatically open cash drawer for credit card payments.

Open For Other Payments: Automatically open cash drawer for other payments.

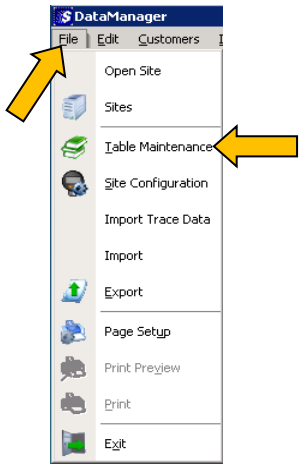
Pole Display Port: Unique number identifying pole display port assignment.

4. When finished, click **OK** at screen bottom.
5. Repeat Steps 2 – 4 for *each* POS Register or FCT to be configured.

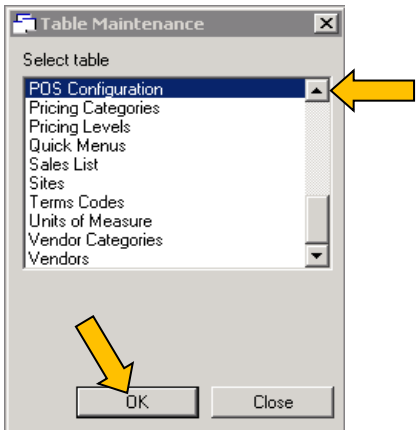
Reconfiguring Your POS

Following configuration, you can subsequently update (change or delete) the information you have specified. You do this by first accessing the **POS Configuration** screen. You can navigate to this screen from the Main display two ways:

- Click toolbar File tab, and then click **Table Maintenance** on menu.



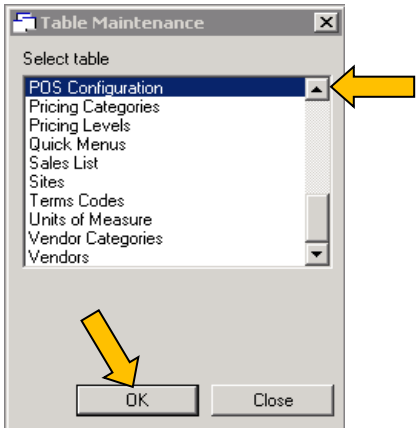
- **Table Maintenance** screen displays:



- **C**lick **POS Configuration** on menu, and then click **OK** at screen bottom.

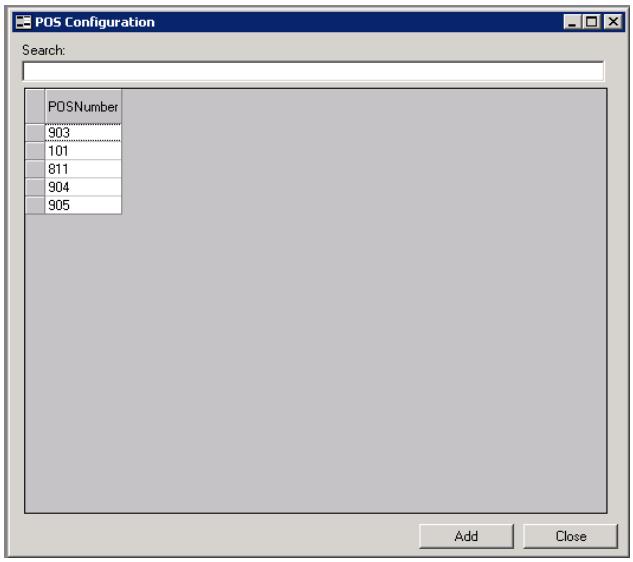
OR

- Click toolbar Table Maintenance icon; click **POS Configuration** on menu, and then click **OK** at screen bottom.

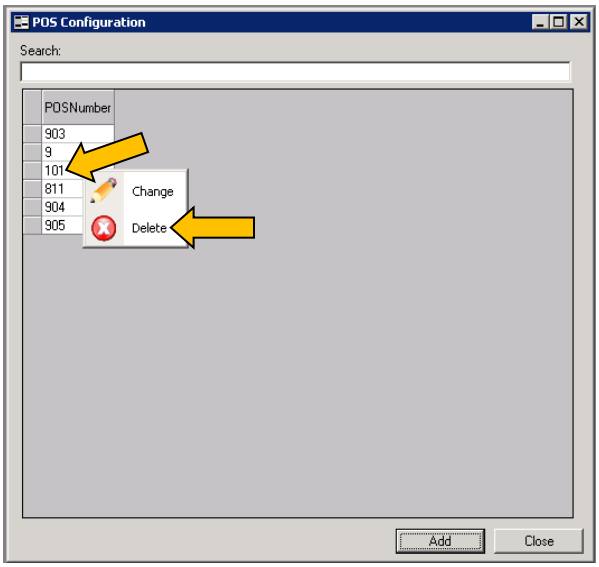


Then:

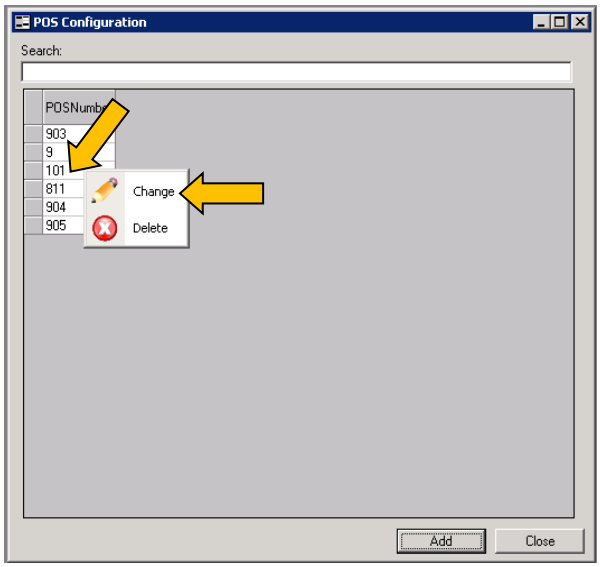
- **POS Configuration** screen displays:



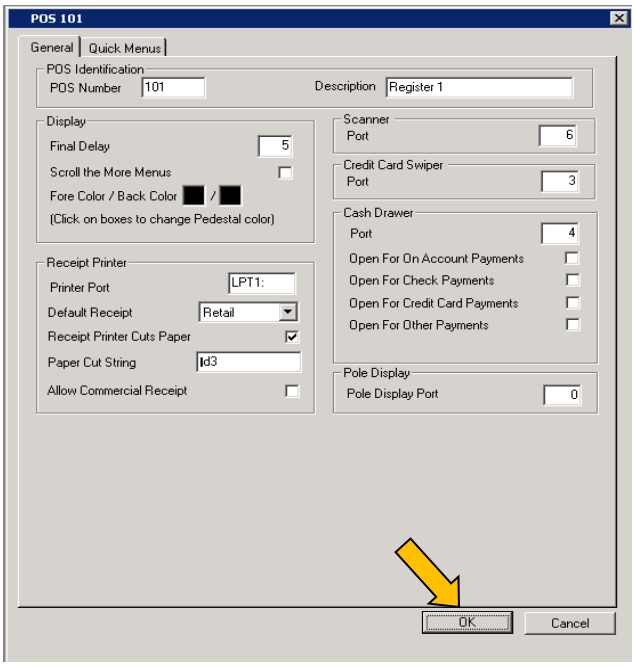
4. Do one of the following:
   - To completely remove (delete) entry, go to Step 5; *or*
   - To update information for an entry, go to Step 7.
5. Right-click entry to be removed.



6. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog; entry removed.
7. STOP!
8. Right-click entry to be updated.



9. Click **Change** icon; applicable **POS** screen displays:



7. As appropriate, type, overtype or select (click) the following:

   POS Identification: Unique name or code identifying entry.

   Description: Unique name or brief narrative identifying entry.

   Final Delay: Time (in seconds) from sale completion until cash drawer open.

   Scroll the More Menus: Open advanced menu options to scroll slowly rather than immediately.

   Fore Color / Back Color: Button foreground (print) and background colors.

Printer Port: Unique number identifying printer port assignment.

Default Receipt: Printer default receipt type; either 'None', 'Retail' or 'Commercial'.

Receipt Printer Cuts Paper: Enable printer to cut receipt paper.

Paper Cut String: Printer command for receipt paper cut; *input or changed by e3tek technician only*.

Allow Commercial Receipt: Print customer receipt in commercial format.

Scanner Port: Unique number identifying scanner port assignment.

Credit Card Swiper Port: Unique number identifying card swiper port assignment.

Port: Unique number identifying cash drawer port assignment.

Open For On Account Payments: Automatically open cash drawer for account payments.

Open For Check Payments: Automatically open cash drawer for card payments..

Open For Credit Card Payments: Automatically open cash drawer for credit card payments.

Open For Other Payments: Automatically open cash drawer for other payments.

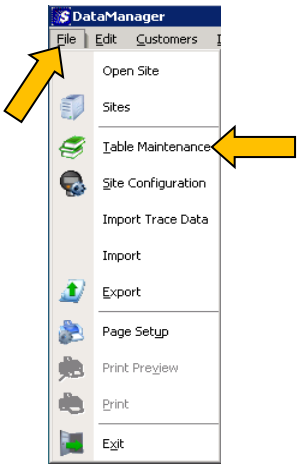
Pole Display Port: Unique number identifying pole display port assignment.

8. When finished, click **OK** at screen bottom.

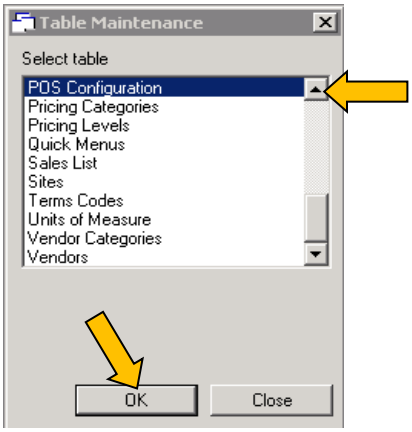
Assigning Quick Menus to POS Terminals

After creating Quick Menus and configuring your POS, you must next assign the menus you created to the devices you configured. You assign Quick Menus to a Register or FCT by first accessing the **POS Configuration** screen. You can navigate to this screen from the Main display two ways:

- Click toolbar File tab, and then click **Table Maintenance** on menu.



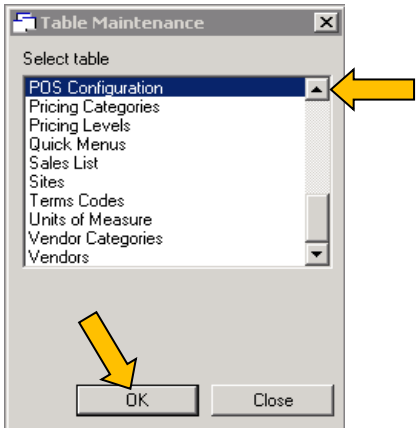
- **Table Maintenance** screen displays:



- **C**lick **Quick Menus** on menu, and then click **OK** at screen bottom.

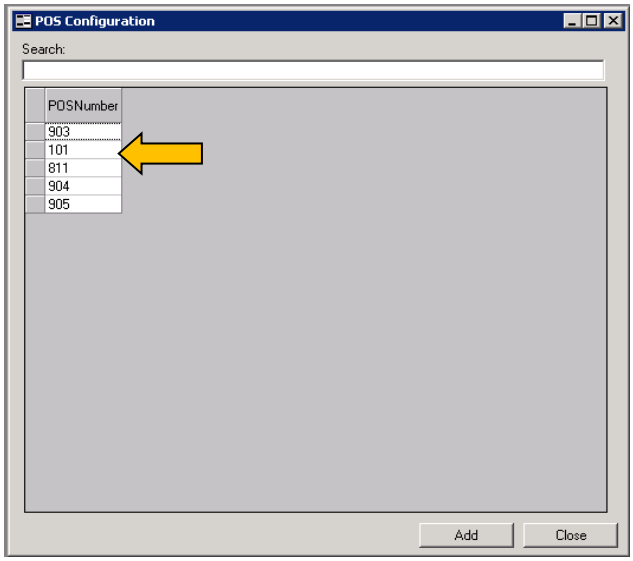
OR

- Click toolbar Table Maintenance icon; click **POS Configuration** on menu, and then click **OK** at screen bottom.

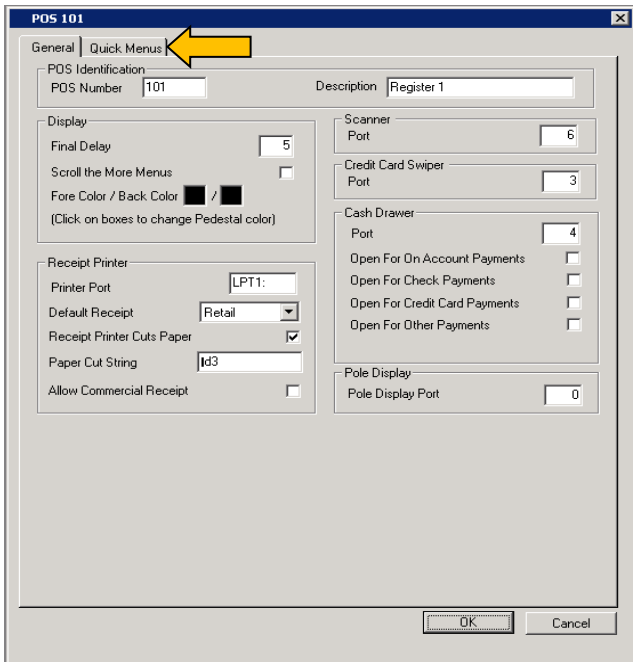


Then:

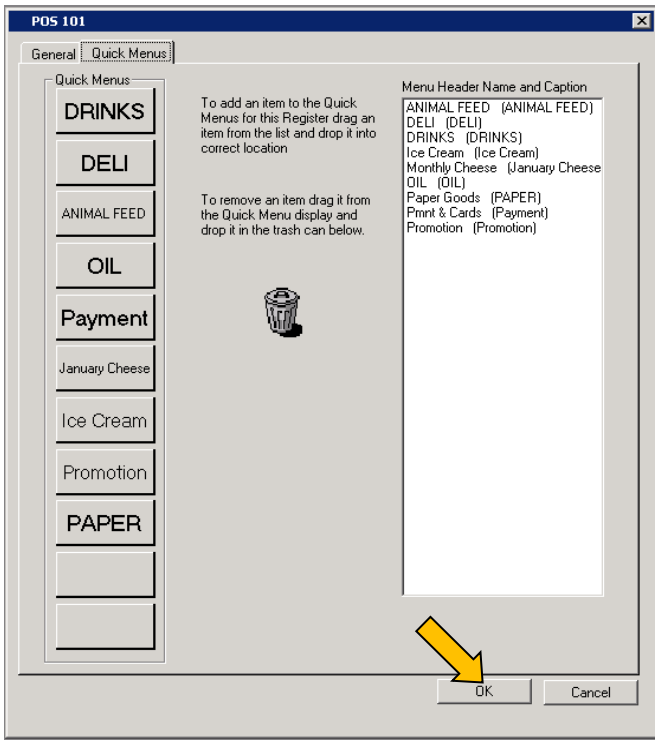
- **POS Configuration** screen displays:



19. Double-click POS terminal for which you want to assign menus; applicable **POS** screen displays:



20. Click Quick Menus tab; applicable **POS** screen displays:



21. Do one of the following:
    - To add items to Quick Menus for this terminal, go to Step 4; *or*
    - To delete Quick Menus from this terminal, go to Step 5; *or*
    - To change Quick Menu items for this terminal, see 'Updating Quick Menus' section, earlier in this chapter.
22. Select (click) Quick Menu tabs(s) from right column and drag to appropriate Quick Menu in left column; go to Step 6.
23. Select (click) Quick Menus from left column and drag to trashcan.
24. When finished, click **OK** at screen bottom.

Chapter

13

Managing Table Information

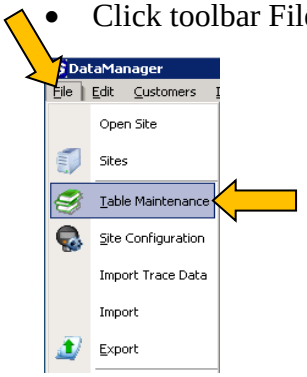
In addition to providing for alternative navigation to many of the major business functions described in this manual, DataManager database tables serve as central repository for the various names, codes, definitions and message displays used to support those business functions. Note that input and maintenance of table content is typically performed as part of regular business function transactions; thus, this chapter addresses table maintenance activities in detail only when not covered in other chapters.

You input and maintain table information by first making selection on the **Table Maintenance** screen. You can navigate to this screen from the Main display two ways:

- Click toolbar Table Maintenance icon;

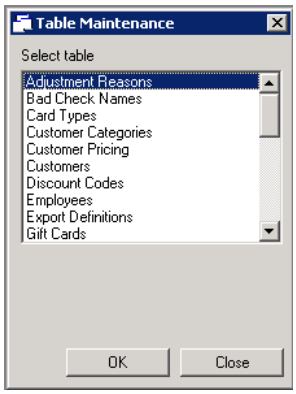
OR

- Click toolbar File tab, and then click **Table Maintenance** on menu.



Then:

- **Table Maintenance** screen displays:



- Click desired table on menu, and then reference appropriate procedure below.

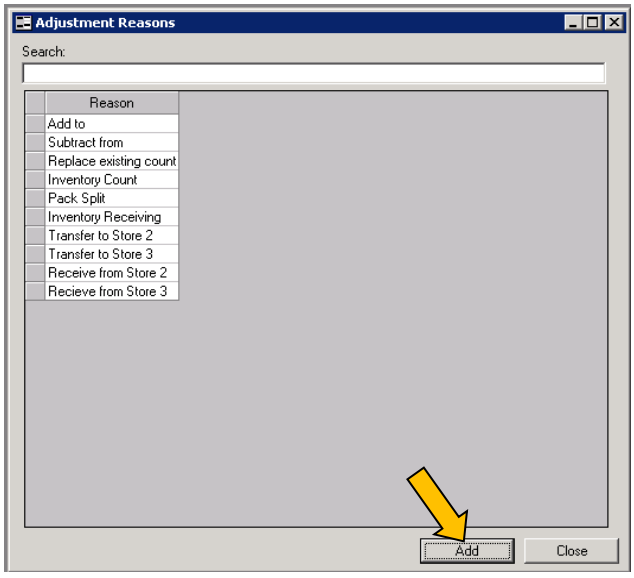
Tables

Adjustment Reasons

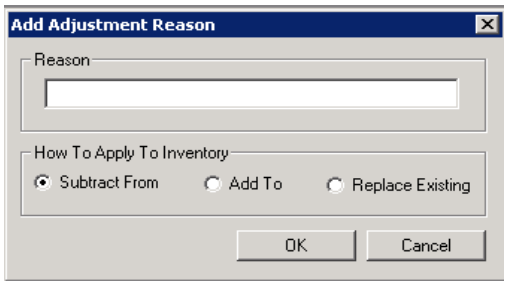
This table identifies allowable adjustment reasons to current stock on hand, as well as specification of adjustment effect to inventory (+/0/-) when applied.

Adding Adjustment Reasons Information

You can add inventory adjustment reason information by first clicking **Adjustment Reasons** on **Table Maintenance** menu. **Adjustment Reasons** screen displays:



1. Click **Add** at screen bottom; **Add Adjustment Reason** screen displays:



2. Type the following for entry:

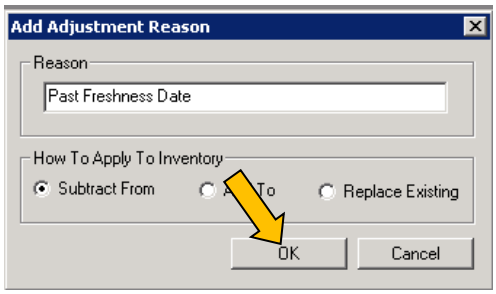
   Reason: Cause or explanation.

3. As appropriate, select adjustment reason action type:

   Subtract From: Remove from current stock on hand.

   Add To: Add to current stock on hand.

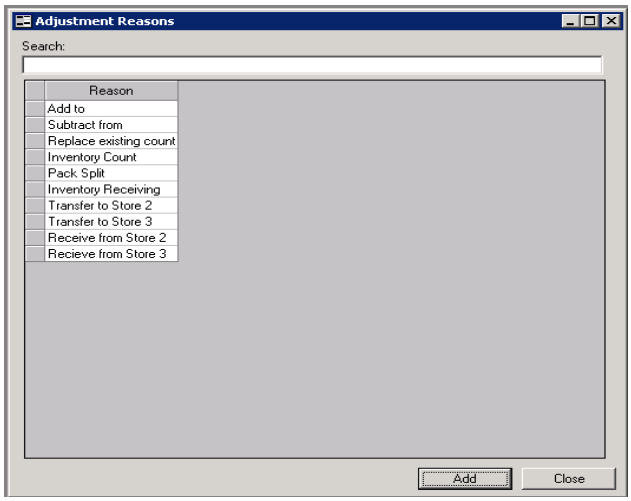
   Replace Existing: Replace current stock on hand.



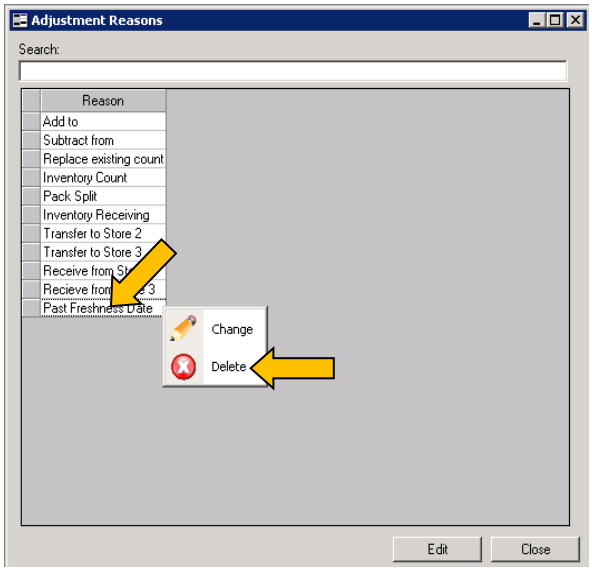
4. Click **OK** at screen bottom to add information.

Updating Adjustment Reasons Information

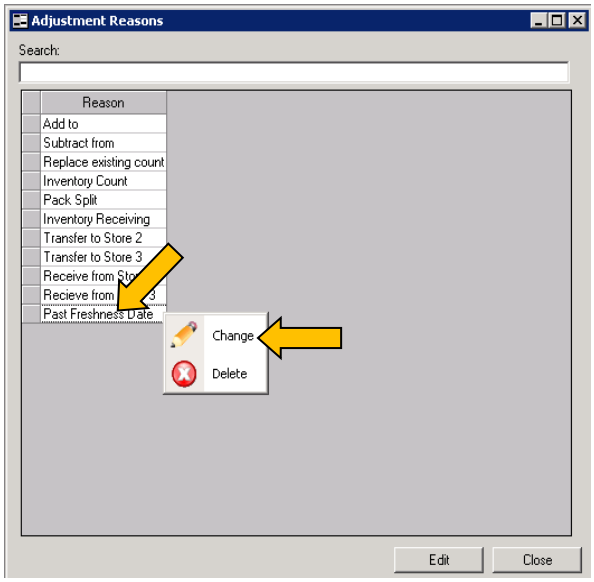
You can change or remove previously input adjustment reason information by first clicking **Adjustment Reasons** on the **Table Maintenance** menu. **Adjustment Reasons** screen displays:



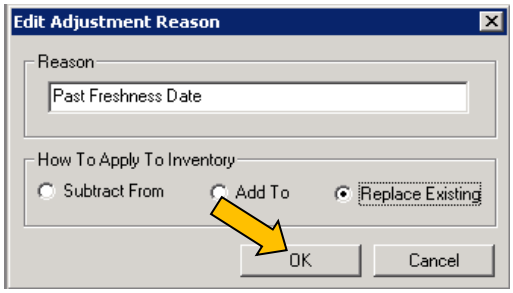
1. Do one of the following:
   - To completely remove (delete) entry, go to Step 2; or
   - To change information for an entry, go to Step 5.
2. Right-click entry to be removed.



3. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog; entry removed.
4. STOP!
5. Right-click entry to be updated.



6. Click **Change** icon; **Edit Adjustment Reason** screen displays:



7. As appropriate, change the following for entry:

   Reason: Cause or explanation.

8. As appropriate, select adjustment reason action type:

   Subtract From: Remove from current stock on hand.

   Add To: Add to current stock on hand.

   Replace Existing: Replace current stock on hand.

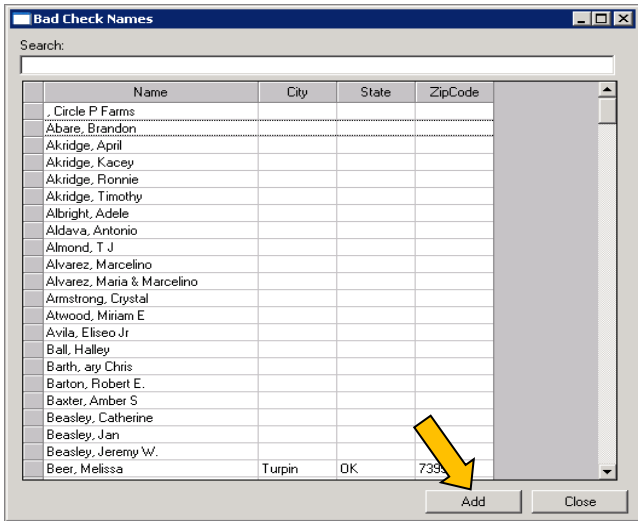
9. Click **OK** at screen bottom to update information.

Bad Check Names

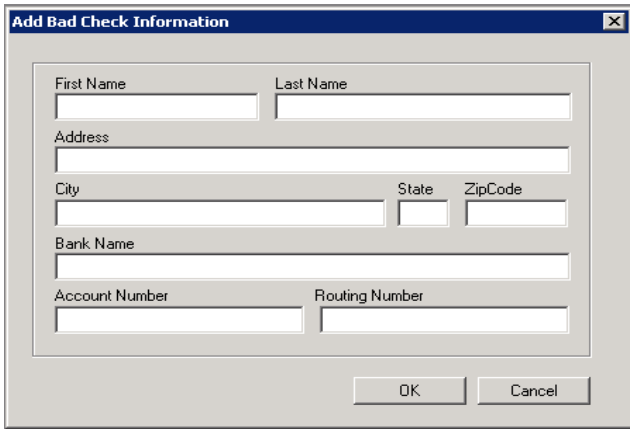
This table identifies names and summary address information of customers for whom checks have been returned for insufficient funds or other reasons. *Note: Cashier at POS will be alerted if name of customer presenting check appears in table*.

Adding Bad Check Names Information

You can add bad check names by first clicking **Bad Check Names** on **Table Maintenance** menu. **Bad Check Names** screen displays:



1. Click **Add** at screen bottom; **Add Bad Check Information** screen displays:



2. Type the following customer information:

   First Name: First name.

   Last Name: Last name or company name.

   Address: Street number and name, and unit number, if applicable (e.g., 1011 Helderberg Ave #103').

   City: Address city name.

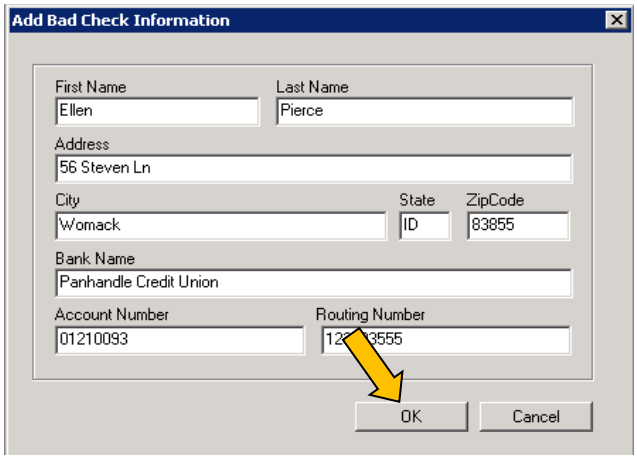
   State: Address two character state code (e.g., 'AZ').

   ZipCode: Address five-digit postal code.

   Bank Name: Unique name identifying bank.

   Account Number: Unique number identifying bank account.

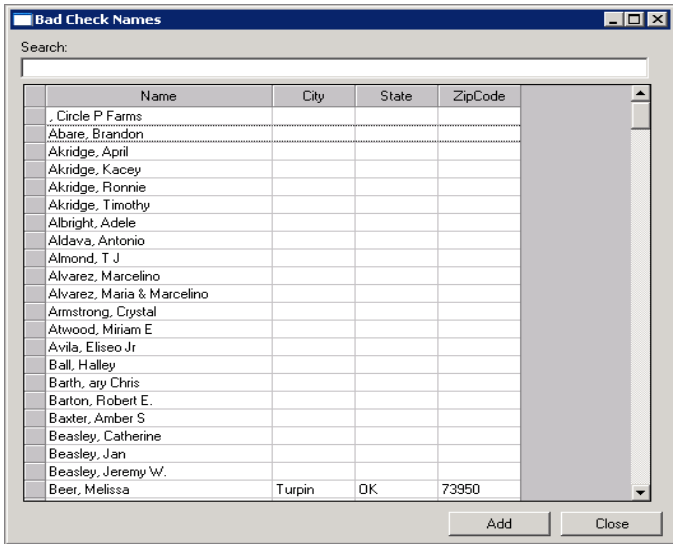
Routing Number: Unique, 9-digit ABA routing number identifying bank.



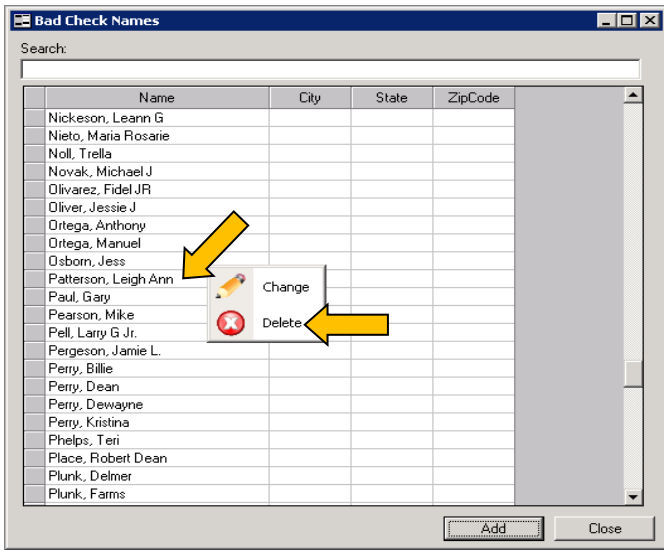
3. Click **OK** at screen bottom to add information.

Updating Bad Check Names Information

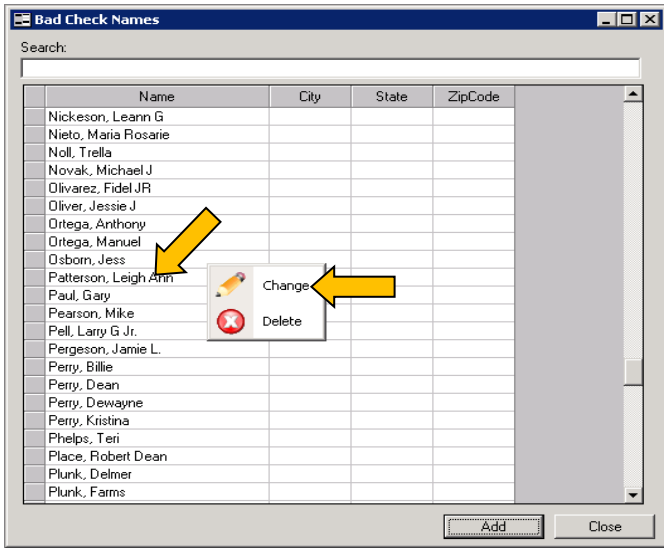
You can add to, change or remove bad check name information by first clicking **Bad Check Names** on **Table Maintenance** menu. **Adjustment Reasons** screen displays:



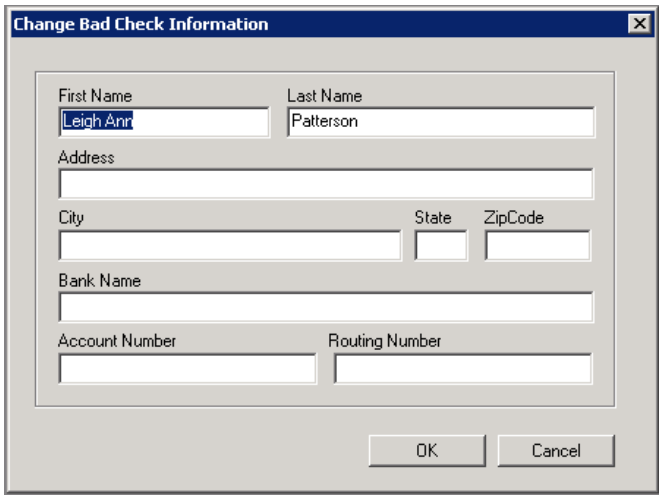
1. Do one of the following:
   - To completely remove (delete) entry, go to Step 2; or
   - To update information for an entry, go to Step 5.
2. Right-click entry to be removed.



3. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog; entry removed.
4. STOP!
5. Right-click entry to be updated.



6. Click **Change** icon; **Change Bad Check Information** screen displays:



7. As appropriate, change the following customer information:

   First Name: First name.

   Last Name: Last name or company name.

   Address: Street number and name, and unit number, if applicable (e.g., 1011 Helderberg Ave #103').

   City: Address city name.

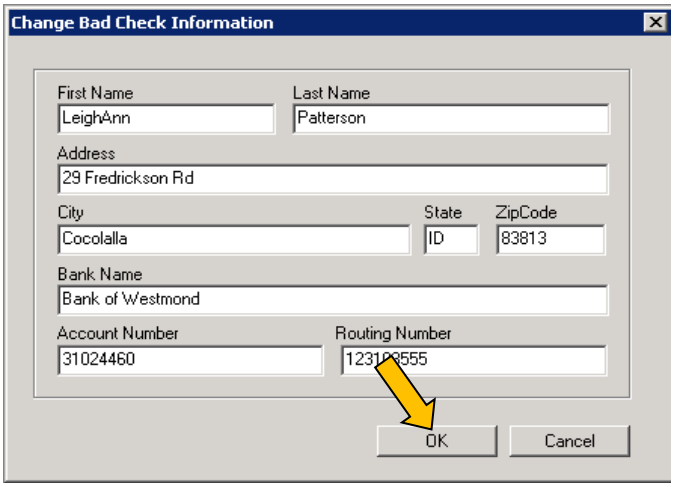
   State: Address two character state code (e.g., 'AZ').

   ZipCode: Address five-digit postal code.

   Bank Name: Unique name identifying bank.

   Account Number: Unique number identifying bank account.

   Routing Number: Unique, 9-digit ABA routing number identifying bank.



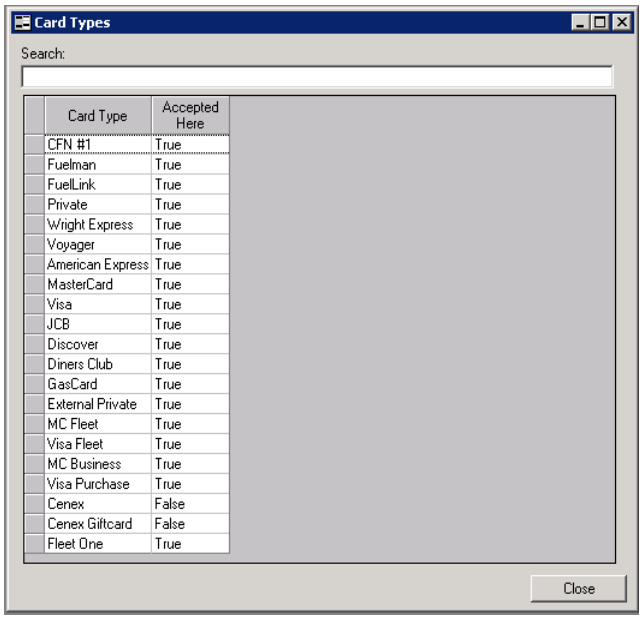
8. Click **OK** at screen bottom to update information.

Card Types

This table identifies names of available payment card types, as input at time of your DataManager installation. The table is for reference purposes only; you cannot add to, change or delete the information displayed. *Note: Subsequent changes to information contained in this table must be requested through and performed by Triple E Technologies customer support*.

Reviewing Card Types Information

You can reference available payment card types by first clicking **Card Types** on **Table Maintenance** menu. **Card Types** screen displays:



1. Review the following:

   Card Type: Unique name identifying payment card brand or type.

   Accepted Here: Payment card accepted at POS (either *True* or *False*).

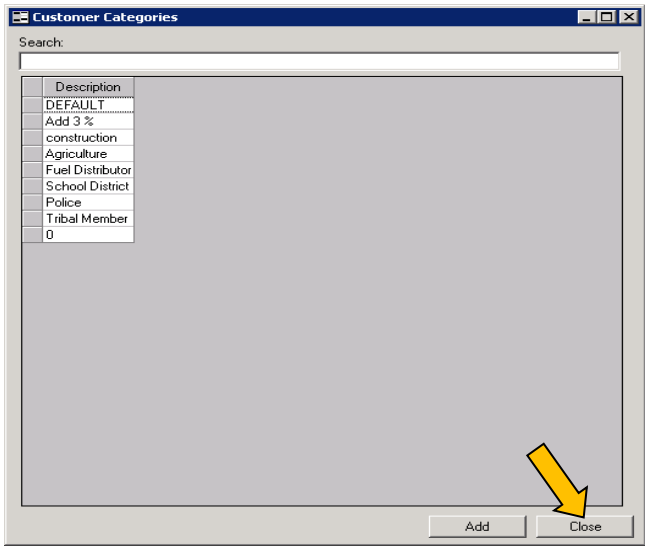
2. When finished reviewing information, click **Close** at screen bottom to exit table.

Customer Categories

The Customer Categories table lists types or classes of customers with whom you do business, as specified in your previous customer account setup and maintenance activities.

Reviewing Customer Categories Information

You can review your existing customer categories by first clicking **Customer Categories** on **Table Maintenance** menu. **Customer Categories** screen displays:



1. Review the following customer category information:

   Description: Unique name or brief narrative identifying entry.

2. When finished reviewing information, click **Close** at screen bottom to exit table.

Updating Customer Categories Information

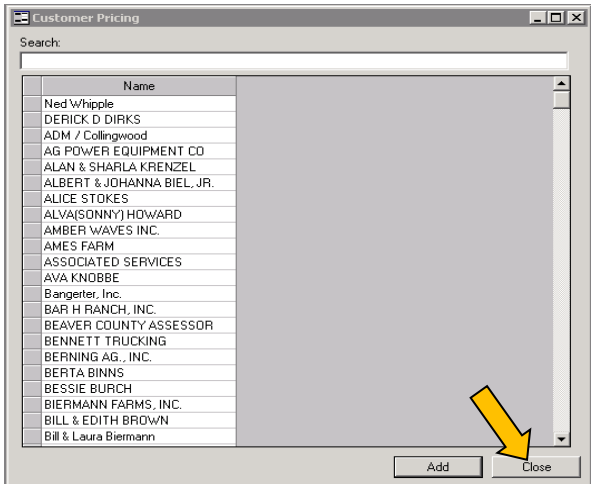
For procedures to add to, change or delete customer category information, see Chapter 8, *Managing Customer Information*, 'Adding Customer Categories' and 'Updating Customer Categories' sections (above).

Customer Pricing

The Customer Pricing Table lists customers for whom inventory item discount pricing applies, as specified in your previous account setup and/or maintenance activities.

Reviewing Customer Pricing Information

You can review the names of customers currently configured for discount pricing by first clicking **Customer Pricing** on **Table Maintenance** menu. **Customer Pricing** screen displays:



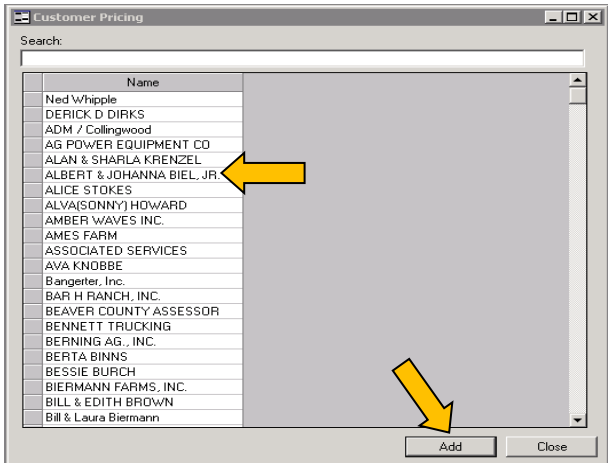
1. Review the following:

   Name: Unique name or descriptor identifying entry.

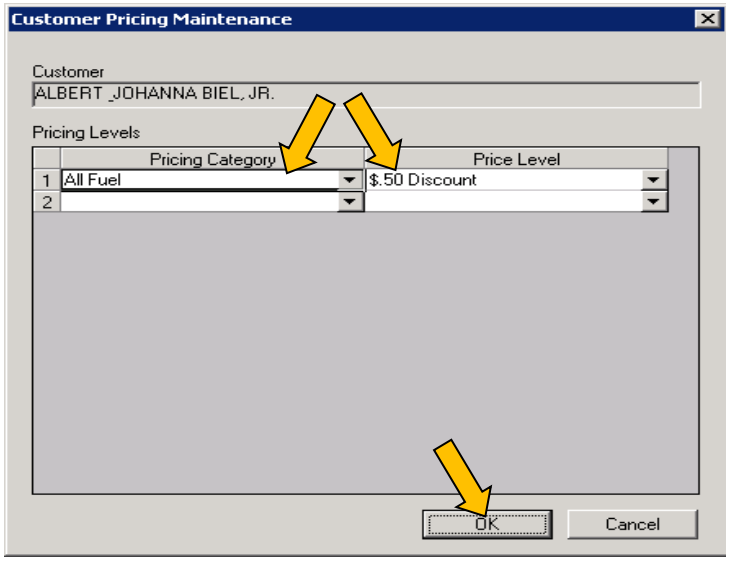
2. When finished, click **Close** at screen bottom to exit table.

Updating Customer Pricing Information

You can input additional pricing information for any listed customer as follows:



1. Click customer for whom pricing information to be updated, and then click **Add** at screen bottom; **Customer Pricing Maintenance** screen displays:



2. As appropriate, select and match one or more from the following drop-down lists (*Note: You can select multiple price levels for the same pricing category to increase discount amounts*):

   Pricing Category: Unique name or brief narrative identifying category.

   Price Level: Unique name or brief narrative identifying level.

3. When finished, click **OK**.

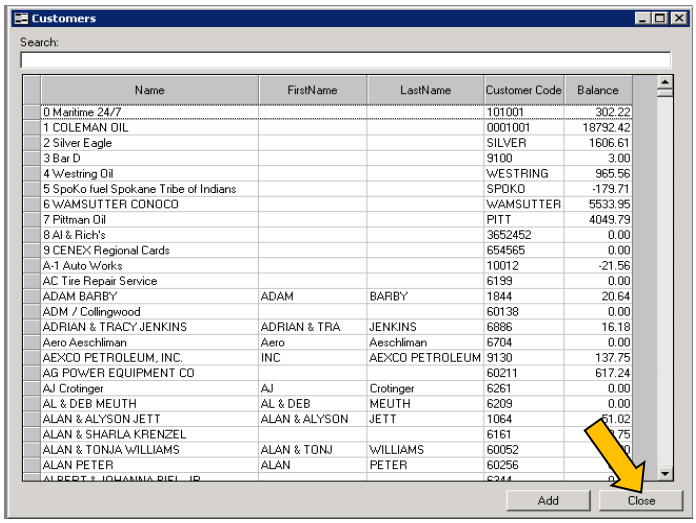
For further procedures to add to, change or delete previously entered customer pricing information, see Chapter 8, *Managing Customer Information*, 'Adding Customer Pricing' and 'Updating Customer Pricing' subsections (above).

Customers

The Customers Table lists names and associated summary information for individuals and companies for whom you have set up a DataManager account.

Reviewing Customers Information

You can review customer identification and account balance information by first clicking **Customers** on **Table Maintenance** menu. **Customer Pricing** screen displays:


Customers
Search:
Name
FirstName
LastName
Customer Code
Balance
0 Maritime 24/7 101001 302.22
1 COLEMAN OIL 0001001 18792.42
2 Silver Eagle SILVER 1606.61
3 Bar D 9100 3.00
4 Westring Oil WESTRING 965.56
5 SpoKo fuel Spokane Tribe of Indians SPOKO -179.71
6 WAMSUTTER CONOCO WAMSUTTER 5533.95
7 Pittman Oil PITT 4049.79
8 Al & Rich's 3652452 0.00
9 CENEX Regional Cards 654565 0.00
A-1 Auto Works 10012 -21.56
AC Tire Repair Service 6199 0.00
ADAM BARBY ADAM BARBY 1844 20.64
ADM / Collingwood 60138 0.00
ADRIAN & TRACY JENKINS ADRIAN & TRA JENKINS 6886 16.18
Aero Aeschliman Aero Aeschliman 6704 0.00
AEXCO PETROLEUM, INC. INC AEXCO PETROLEUM 9130 137.75
AG POWER EQUIPMENT CO 60211 617.24
AJ Crotinger AJ Crotinger 6261 0.00
AL & DEB MEUTH AL & DEB MEUTH 6209 0.00
ALAN & ALYSON JETT ALAN & ALYSON JETT 1064 51.02
ALAN & SHARLA KRENZEL 6161
ALAN & TONJA WILLIAMS ALAN & TONJ WILLIAMS 60052
ALAN PETER ALAN PETER 60256
Add
Close

1. Review the following for customers listed:

   Name: Unique name or descriptor identifying entry.

   FirstName: First name.

   LastName: Last name or company name.

   Customer Code: Unique code identifying customer.

   Balance: Customer current account balance.

2. When finished, click **Close** at screen bottom to exit table.

Updating Customers Information

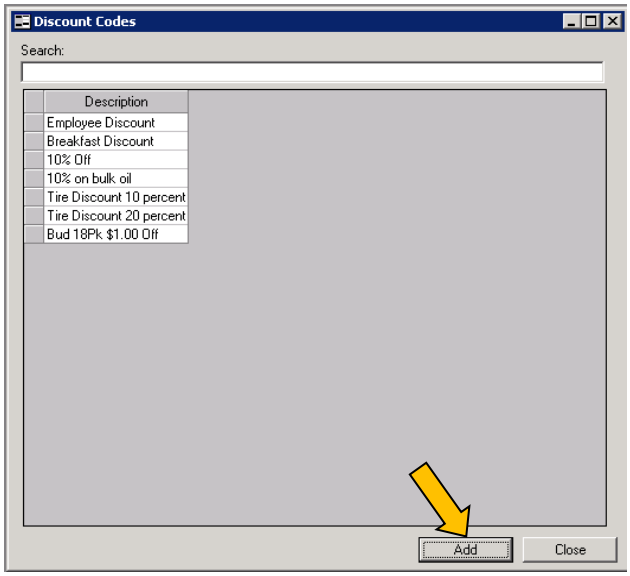
For procedures to add to, change or delete previously entered customer account information, see Chapter 8, *Managing Customer Information*, 'Updating Customer Accounts' section (above).

Discount Codes

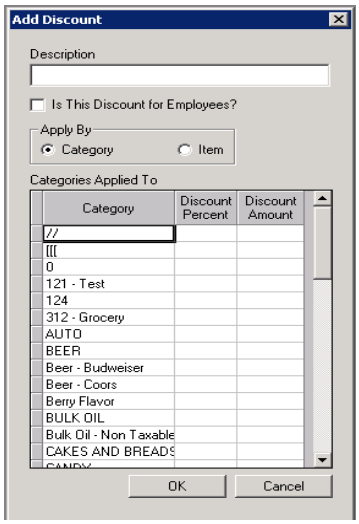
This table identifies allowable customer and employee discount types for current stock on hand, as well as specification of inventory items or item categories for which applied.

Adding Discount Codes Information

You add discount code information by first clicking **Discount Codes** on **Table Maintenance** menu. **Discount Codes** screen displays:



1. Click **Add** at screen bottom; **Add Discount** screen displays:



2. Type the following:

   Description: Unique name or brief narrative identifying entry.

3. As appropriate, select the following:

   Is This Discount for Employees?: Apply discount to employee purchases.

   Category: Apply action to selected category.

   Item: Apply action to selected item.

4. Do one of the following:
   - If **Category** selected (above), go to Step 5; *or*
   - If **Item** selected (above), go to Step 7.

5. As appropriate, select the following **Categories Applied To** information:

Category: Unique name or brief narrative identifying category.

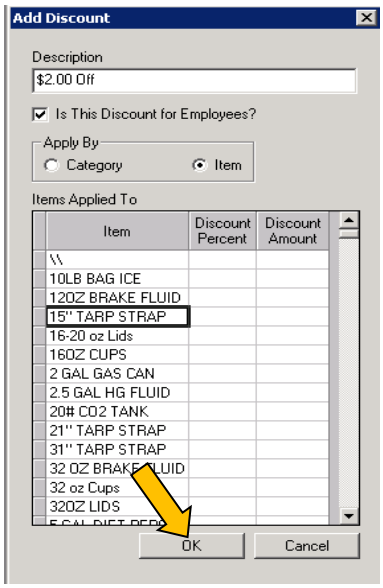
6. Go to Step 8.
7. As appropriate, select the following **Items Applied To** information:

   Item: Unique name or brief narrative identifying item.

8. Type *one* of the following:

   Discount Percent: Discount off retail for selected item or category, expressed as percent.

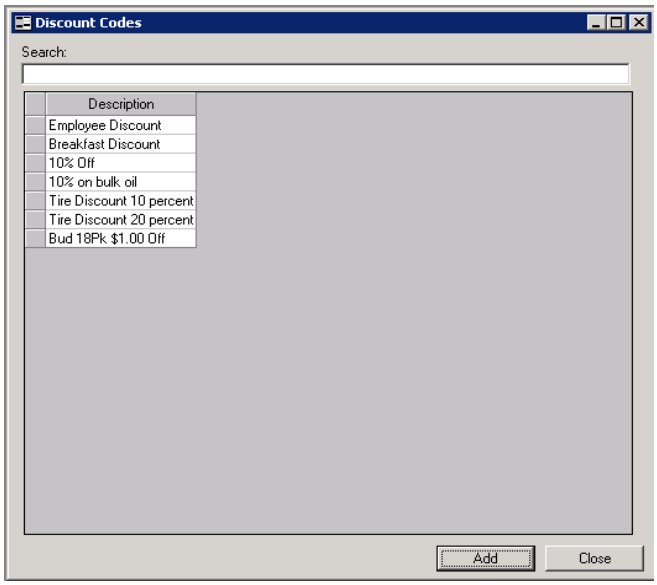
   Discount Amount: Discount off retail for selected item or category, expressed in dollars and cents.



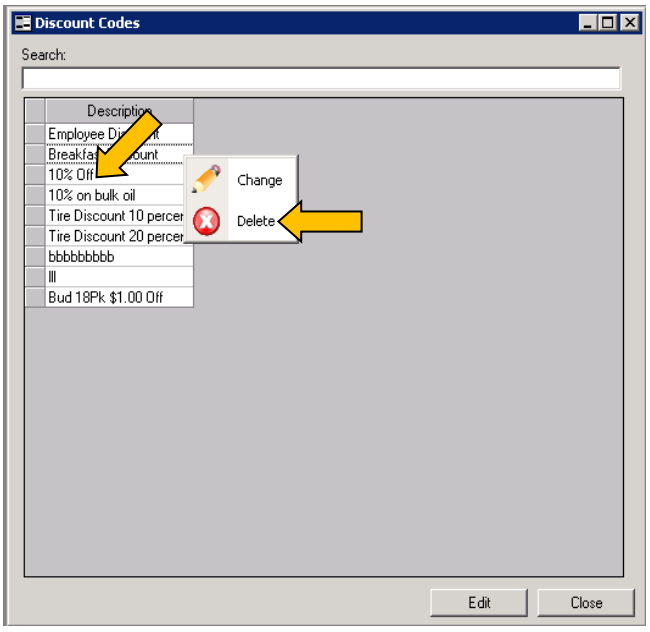
9. When finished, click **OK**.

Updating Discount Codes Information

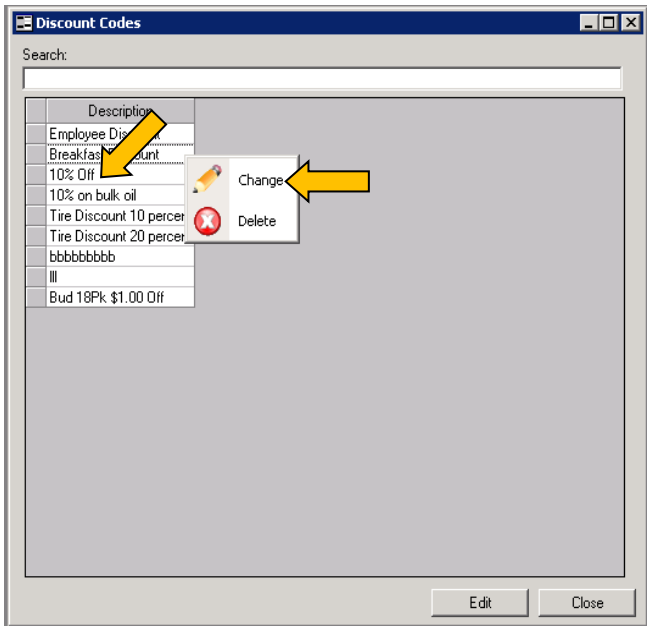
You can change or remove previously input discount code information by first clicking **Discount Codes** on **Table Maintenance** menu. **Discount Codes** screen displays:



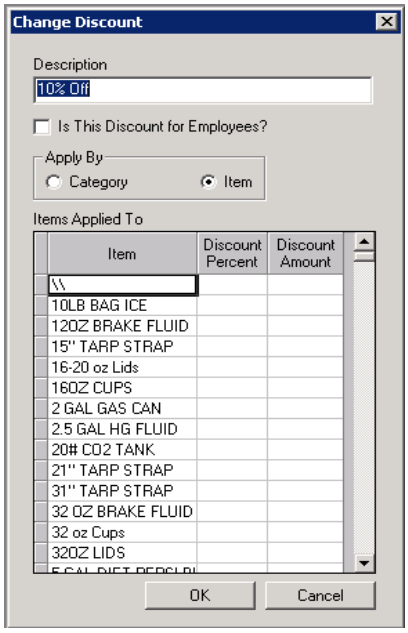
1. Do one of the following:
   - To completely remove (delete) entry, go to Step 2; or
   - To update information for an entry, go to Step 5.
2. Right-click entry to be removed.



3. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog; entry removed.
4. STOP!
5. Right-click entry to be updated.



6. Click **Change** icon; **Change Discount** screen displays:



7. As appropriate, change the following:

   Description: Unique name or brief narrative identifying entry.

   Is This Discount for Employees?: Apply discount to employee purchases.

   Category: Apply action to selected category.

   Item: Apply action to selected item.

8. Do one of the following:

   - If **Category** selected (above), go to Step 9; *or*

- If **Item** selected (above), go to Step 11.

9. As appropriate, select the following **Categories Applied To** information:

   Category: Unique name or brief narrative identifying category.

10. Go to Step 12.

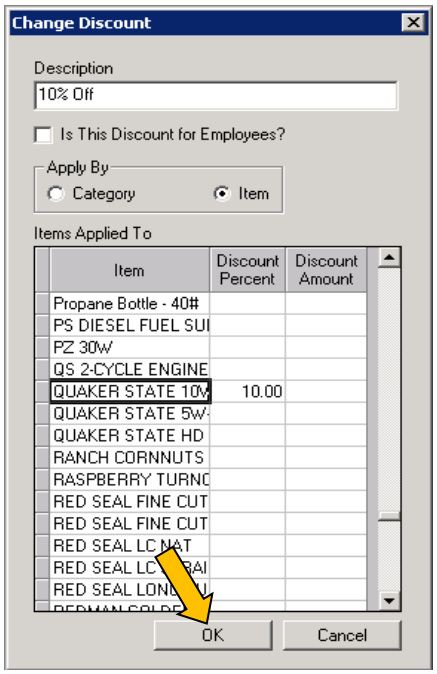
11. As appropriate, select the following **Items Applied To** information:

    Item: Unique name or brief narrative identifying item.

12. As appropriate, change the following:

    Discount Percent: Discount off retail for selected item or category, expressed as percent.

    Discount Amount: Discount off retail for selected item or category, expressed in dollars and cents



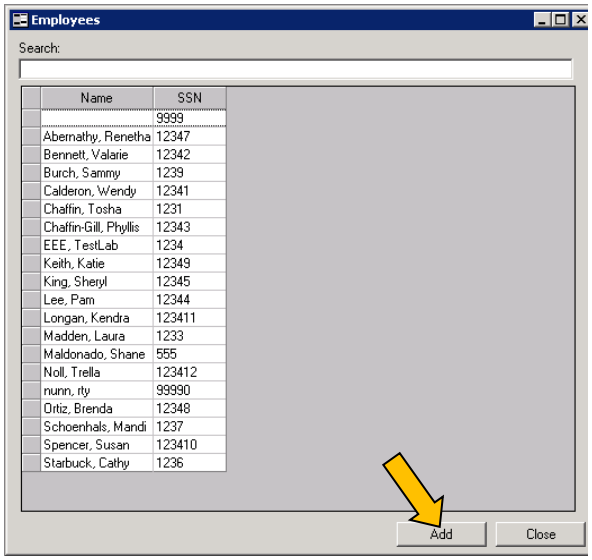
13. When finished, click **OK**.

Employees

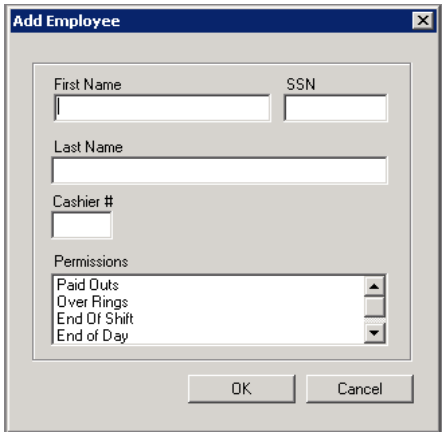
This table identifies each manager, supervisor or cashier employee by Social Security Number and unique cashier number, and specifies those POS functions for which employee is authorized without higher approval.

Adding Employees Information

You can add employee information by first clicking **Employees** on the **Table Maintenance** menu. **Employees** screen displays:



1. Click **Add** at screen bottom; **Add Employee** screen displays:



2. Type the following employee information:

   First Name: First Name.

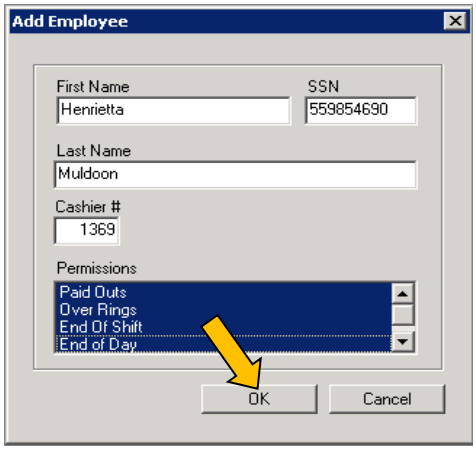
   Last Name: Last Name.

   Cashier #: Unique cashier identification number.

SSN: Social Security Number.

3. As appropriate, select the following employee information:

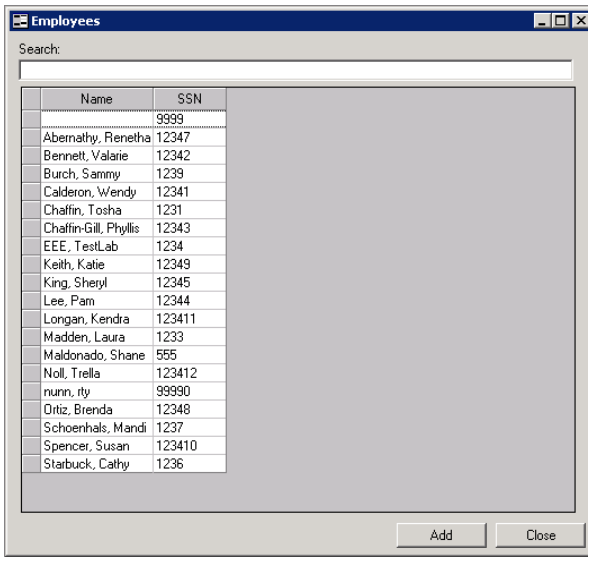
   Permissions: POS business functions for which employee authorized.



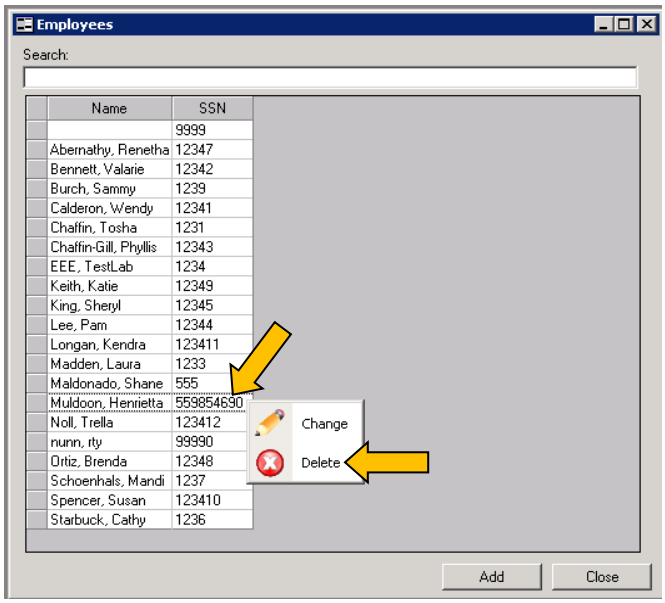
4. When finished, click **OK**.

Updating Employees Information

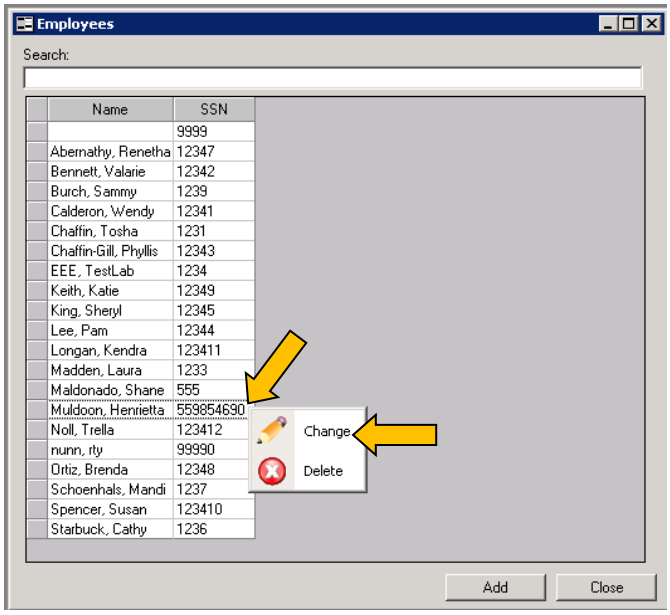
You can change or remove previously input employee information by first clicking **Employees** on **Table Maintenance** menu. **Employees** screen displays:



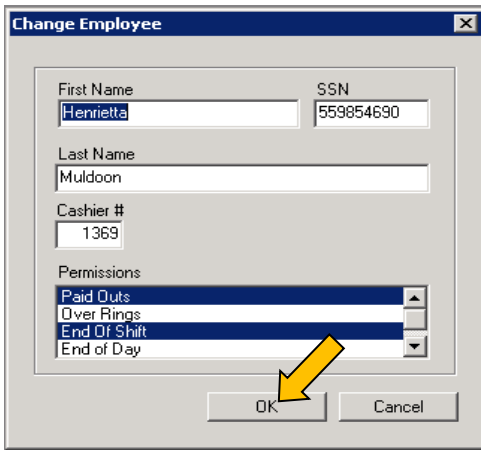
1. Do one of the following:
   - To completely remove (delete) entry, go to Step 2; *or*
   - To update information for an entry, go to Step 5.
2. Right-click entry to be removed.



3. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog; entry removed.
4. STOP!
5. Right-click entry to be updated.



6. Click **Change** icon; **Change Employee** screen displays:



7. As appropriate, change the following employee information:

   First Name: First Name.

   Last Name: Last Name.

   Cashier #: Unique cashier identification number.

   SSN: Social Security Number.

8. As appropriate, select the following employee information:

   Permissions: POS business functions for which employee authorized.

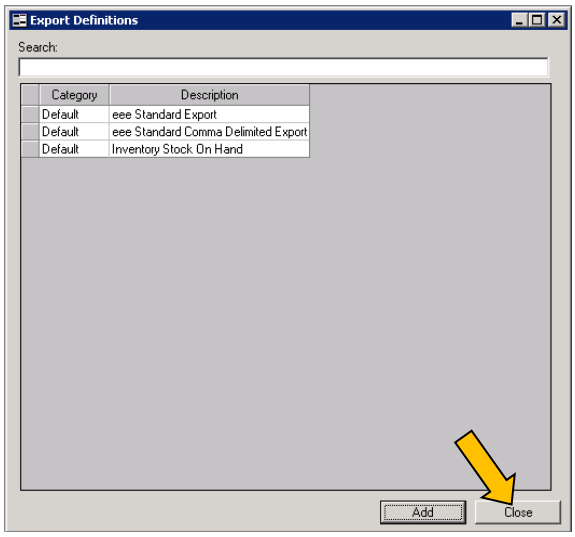
9. When finished, click **OK**.

Export Definitions

This table identifies export data types and definitions, as input for you by Triple E Technologies at time of DataManager installation. The system uses this table to export sales and card-lock invoicing data to either Excel or third-party accounting systems. **The table is for reference purposes only; you should not add to, change or delete the information displayed.** ***Note: Subsequent changes to information contained in this table must be requested through and performed by Triple E Technologies customer support.***

Reviewing Export Definitions Information

You can reference information for configured export data types by first clicking **Export Definitions** on **Table Maintenance** menu. **Export Definitions** screen displays:



1. Review the following export data layout information:

   Category: Unique name or brief text identifying category.

   Description: Unique name or brief text identifying entry.

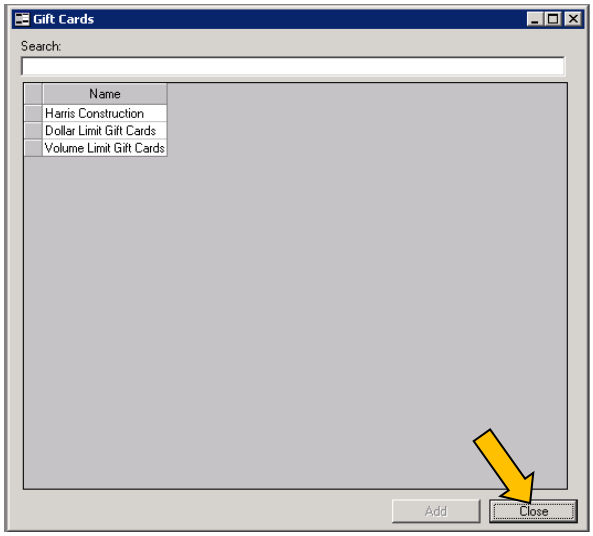
2. When finished, click **Close**.

Gift Cards

This table lists names of gift cards associated with customer accounts that use payment cards as gift cards (for POS only). *Note: Cashier at POS will be alerted if name on payment card appears in table*.

Reviewing Gift Cards Information

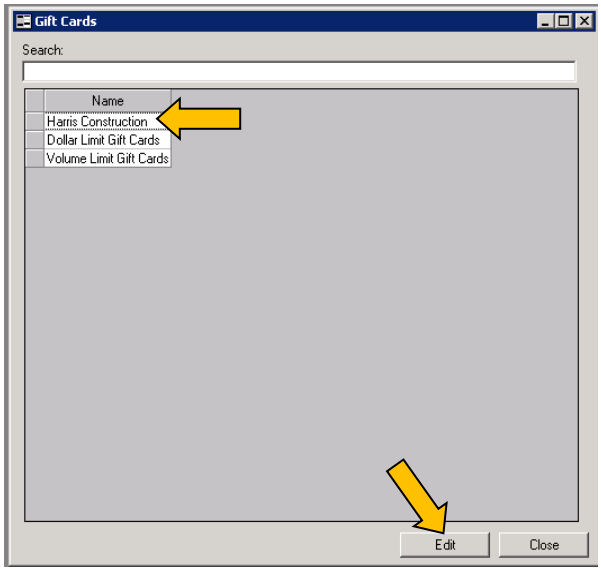
You can review customer gift card information by clicking **Gift Cards** on **Table Maintenance** menu. First **Gift Cards** screen displays:



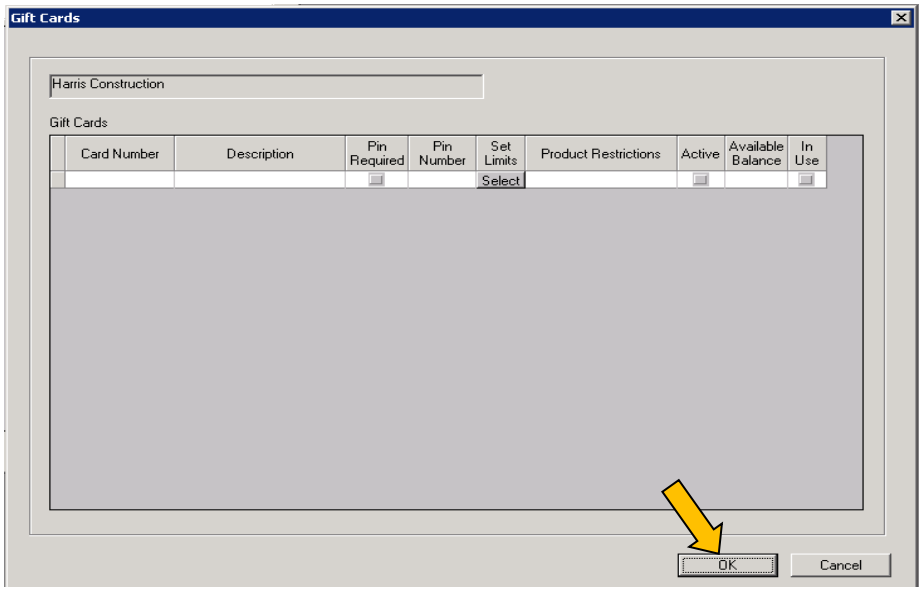
1. As appropriate, review the following:

   Name: Unique name or brief narrative identifying entry.

2. Do one of the following:
   - When finished, go to Step 3; *or*
   - To review entry details, go to Step 5.
3. Click **Close**.
4. STOP!
5. Click entry for which you want details.



6. Click **Edit** at screen bottom; second **Gift Cards** screen displays:



7. Review the following:

   Card Number: Unique card number identifying entry.

   Description: Unique name or brief text identifying card.

   Pin Required: Cardholder must enter **P**ersonal **I**dentification **N**umber for card use.

   Pin Number: Cardholder **P**ersonal **I**dentification **N**umber.

   Set Limits: Display product restriction selections.

   Product Restrictions: Inventory item(s) for which card purchase restricted.

   Active: Card active for use.

   Available Balance: Credit balance remaining.

   In Use: Restrict card usage to one fueling pump at a time.

8. When finished, click **OK**.

Updating Gift Cards Information

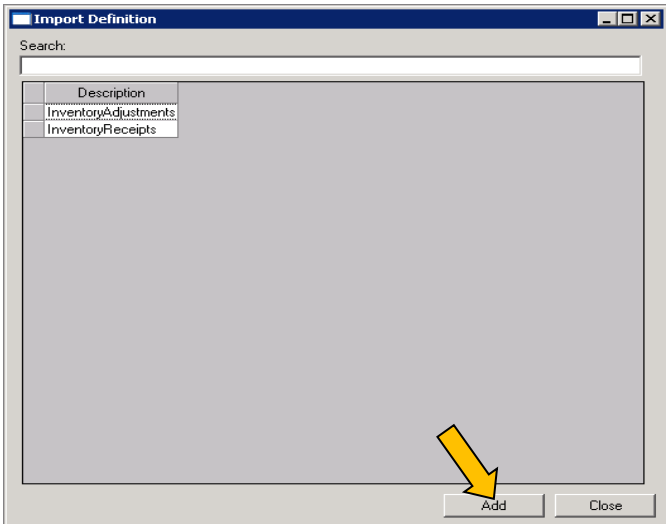
For procedures to add to, change or delete previously entered customer gift card information, see Chapter 8, *Managing Customer Information*, 'Updating Customer Accounts' section (above).

Import Definition

This table identifies import data types and definitions, as input for you by Triple E Technologies at time of DataManager installation. The system uses this table to import sales and card-lock invoicing data from either Excel or third-party accounting systems. **The table is for reference purposes only; you should not add to, change or delete the information displayed.** ***Note: Subsequent changes to information contained in this table must be requested through and performed by Triple E Technologies customer support*****.**

Reviewing Import Definition Information

You can reference information for configured import data types by first clicking **Import Definitions** on the **Table Maintenance** menu. **Import Definition** screen displays:



1. Review the following import data layout information:

   Description: Unique name or brief text identifying entry.

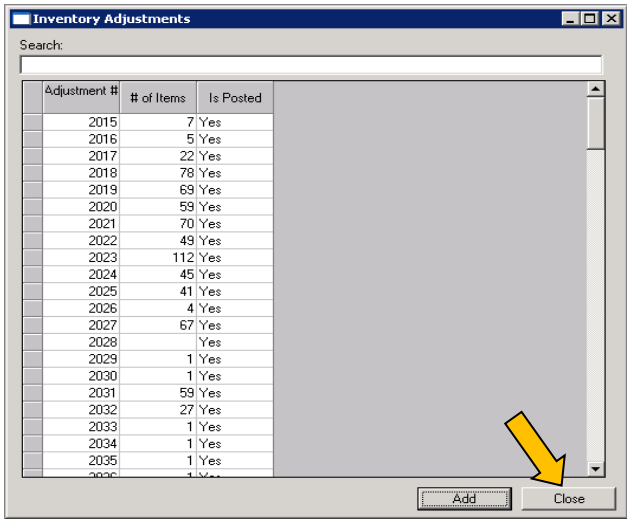
2. When finished, click **Close**.

Inventory Adjustments

This table lists both posted (applied) and pending adjustments to inventory and number of items adjusted (+/-) in each case, as specified in previous inventory adjustment activities.

Reviewing Inventory Adjustments Information

You can review summary information for each posted and pending inventory adjustment by first clicking **Inventory Adjustments** on **Table Maintenance** menu. **Inventory Adjustments** screen displays:



1. Review the following:

   Adjustment #: Unique, system-generated number identifying inventory adjustment transaction.

   # of Items: Number of items adjusted (+/0) for specified transaction.

   Is Posted: Adjustment has been applied to inventory; either 'Yes' (adjustment applied) or 'No' (adjustment still pending).

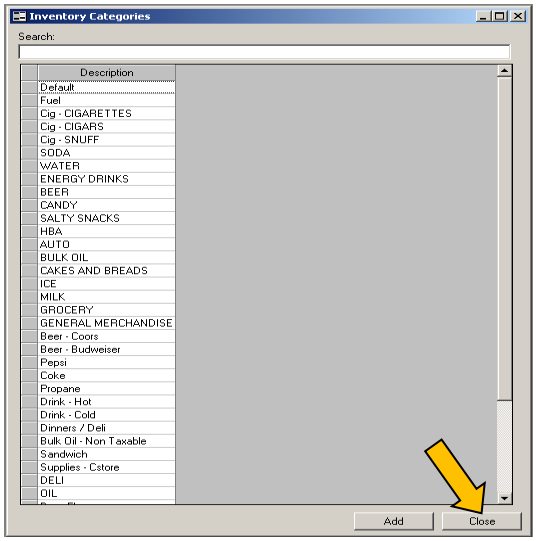
2. When finished, click **Close**.

Inventory Categories

This table lists the types or classes of products you sell, as specified in your previous inventory setup and maintenance activities.

Reviewing Inventory Categories Information

You can review your existing inventory categories by first clicking **Inventory Categories** on **Table Maintenance** menu. **Inventory Categories** screen displays:



1. Review the following customer category information:

   Description: Unique name or brief text identifying entry.

2. When finished, click **Close** at screen bottom to exit table.

Updating Inventory Categories Information

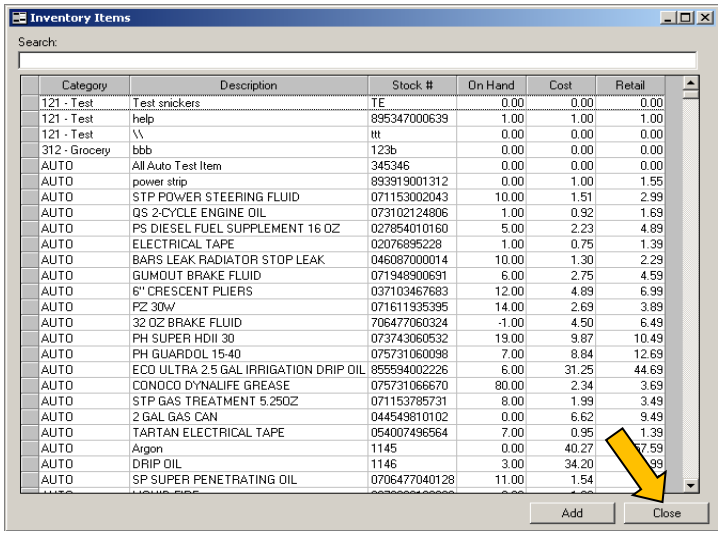
For procedures to add to, change or delete customer category information, see Chapter 4, *Managing Inventory Information*, 'Adding Inventory Categories' and 'Updating Inventory Categories' sections (above).

Inventory Items

This table lists summary information for each product you sell, as specified in your previous inventory setup and maintenance activities.

Reviewing Inventory Items Information

You can review summary information for your active inventory items by first clicking **Inventory Items** on **Table Maintenance** menu. **Inventory Items** screen displays:



1. Review the following customer category information:

   Category: Unique name or brief narrative identifying category.

   Description: Unique name or brief text identifying entry.

   Stock #: Unique number or code identifying item.

   On Hand: Item quantity on hand, per specified unit of measure (case or unit).

   Cost: Item price per unit; item vendor price, per specified unit of measure..

   Retail: Item retail price, per specified unit of measure (case or unit).

2. When finished, click **Close** at screen bottom to exit table.

Updating Inventory Items Information

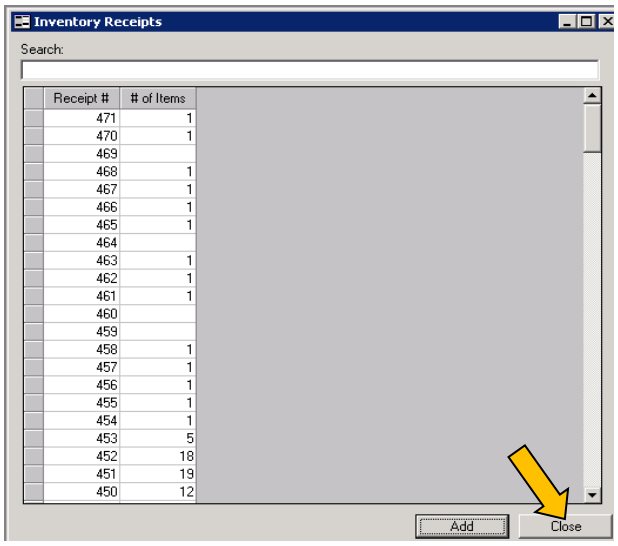
For procedures to add to, change or delete inventory item information, see Chapter 4, *Managing Inventory Information*, 'Adding Inventory Items' and 'Updating Inventory Items' sections (above).

Inventory Receipts

This table lists inventory receipts and associated number of items received, as recorded in your previous inventory maintenance activities.

Reviewing Inventory Receipts Information

You can review summary information for your inventory receipts by clicking **Inventory Receipts** on **Table Maintenance** menu. **Inventory Receipts** screen displays:



1. Review the following customer category information:

   Receipt #: Unique, system-generated number identifying receipt.

   # of Items: Item quantity received.

2. When finished, click **Close** at screen bottom to exit table.

Updating Inventory Receipts Information

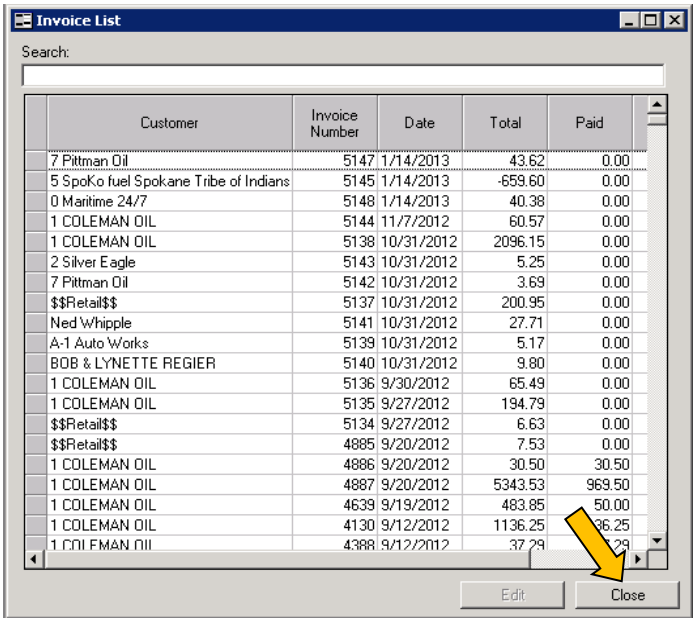
For procedures to add to, change or delete inventory receipt information, see Chapter 6, *Managing Inventory Receipt Information*, 'Adding Inventory Receipts' and 'Updating Inventory Receipts' sections (above).

Invoice List

This table lists open and closed invoices and associated summary information for each owing customer, as recorded in your previous customer account maintenance activities.

Reviewing Invoice List Information

You can review your customer invoices by clicking **Invoice List** on **Table Maintenance** menu. **Invoice List** screen displays:



1. Review the following:

   Customer: Unique name identifying customer.

   Invoice Number: Unique number identifying invoice.

   Date: Invoice date, in MM/DD/YYYY format.

   Total: Invoice total, in dollars and cents.

   Paid: Invoice amount paid, in dollars and cents.

2. When finished, click **Close** at screen bottom to exit table.

Updating Invoice List Information

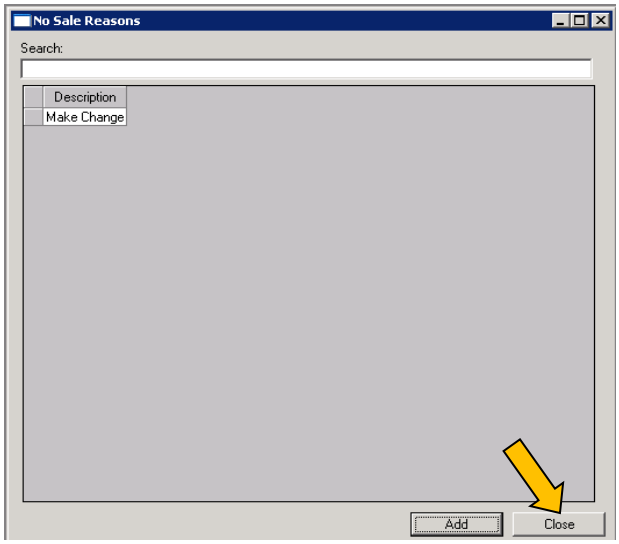
For procedures to add to, change or delete customer invoice information, see Chapter 11, *Managing Customer Invoice Information*, 'Creating Customer Invoices' and 'Updating Customer Invoices' sections (above).

No Sale Reasons

This table lists allowable reasons for cash drawer opening other than for normal sales processing. DataManager tracks instances of all cashier activity for which a defined no sale reason applies, and subsequently summarizes this activity in the *No Sale Reasons Report*.

Reviewing No Sale Reasons Information

You can review current no sale reasons by clicking **No Sale reasons** on **Table Maintenance** menu. **No sale reasons** screen displays:



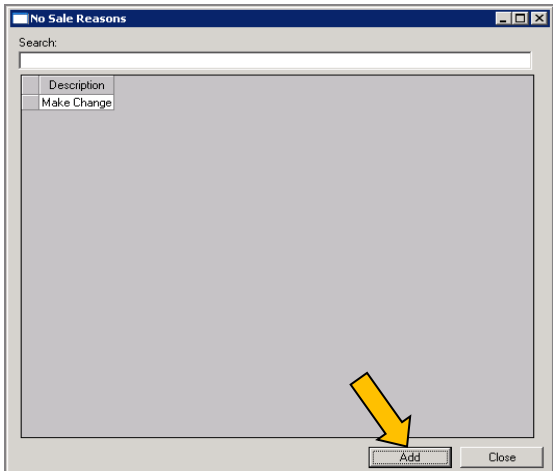
1. Review the following:

   Description: Unique name or brief text identifying entry

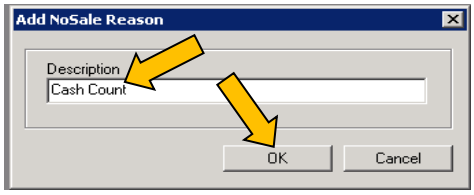
2. When finished, click **Close** at screen bottom to exit table.

Updating No Sale Reasons Information

You can add to, change or delete table entries by clicking **No Sale Reasons** on **Table Maintenance** menu. **No Sale Reasons** screen displays:

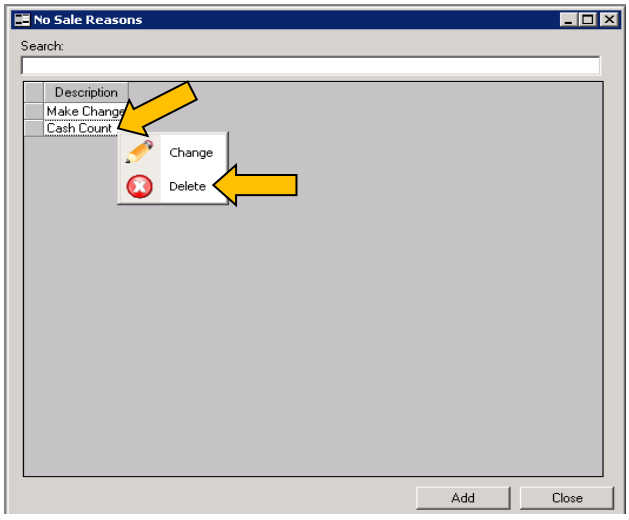


1. Do one of the following:
   - To add entry, go to Step 2; *or*
   - To completely remove (delete) entry, go to Step 5; *or*
   - To update entry, go to Step 8.
2. Click **Add** at screen bottom: **Add NoSale Reason** dialog displays:

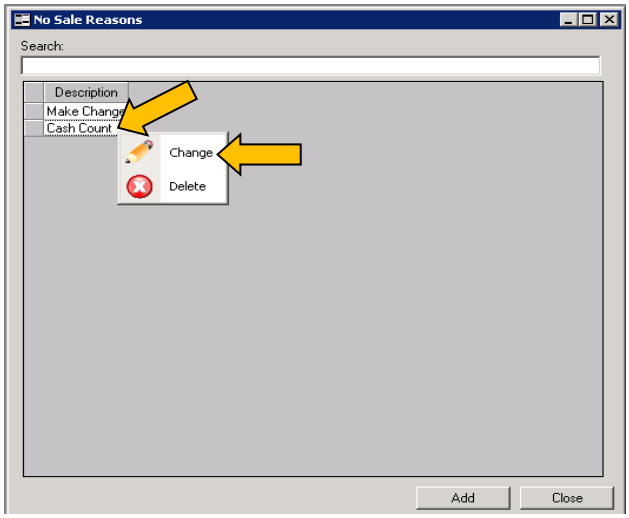


3. Type the following.

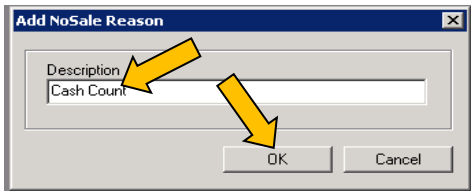
   Description: Unique name or brief text identifying entry
4. When finished, click **OK** at screen bottom; STOP!
5. Right-click entry to be removed.



6. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog.
7. STOP!
8. Right-click entry to be updated.



9. Click **Change** icon; **Add NoSale Reason** dialog displays:



10. Overtype the following.

    Description: Unique name or brief text identifying entry

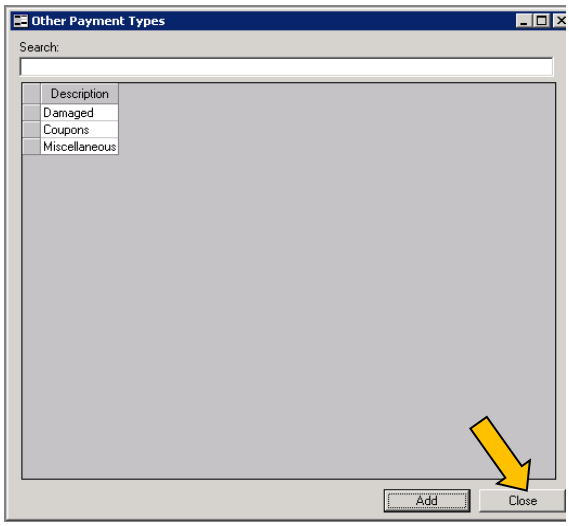
11. When finished, click **OK** at screen bottom.

Other Payment Types

This table lists allowable options for cashier processing of non-standard sale payments, such as coupon redemptions and store credits. DataManager tracks instances of all cashier activity for which a non-standard payment type was used, and subsequently summarizes this activity on the *Other Payment Details Report*.

Reviewing Other Payment Types Information

You can review current non-standard payment options by clicking **Other Payment Types** on **Table Maintenance** menu. **Other Payment Types** screen displays:



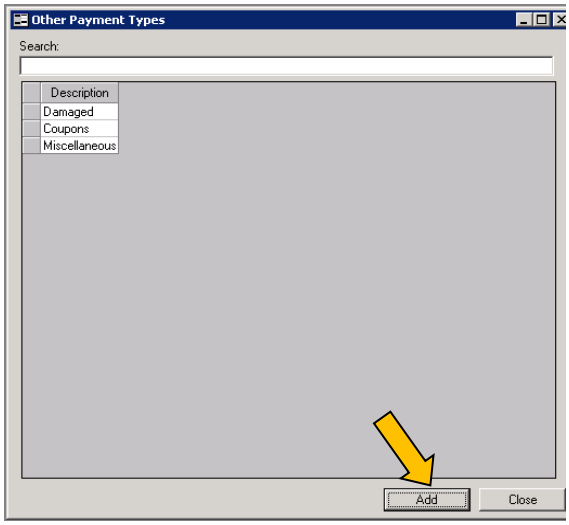
1. Review the following:

   Description: Unique name or brief text identifying entry

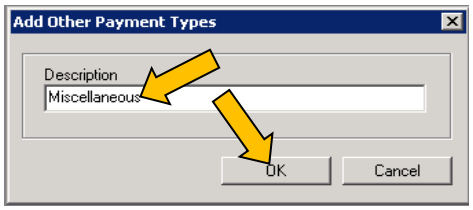
2. When finished, click **Close** at screen bottom to exit table.

Updating Other Payment Types Information

You can add to, change or delete table entries by clicking **Other Payment Types** on **Table Maintenance** menu. **Other Payment Types** screen displays:



1. Do one of the following:
   - To add entry, go to Step 2; *or*
   - To completely remove (delete) entry, go to Step 3; *or*
   - To update entry, go to Step 8.
2. Click **Add** at screen bottom: **Add NoSale Reason** dialog displays:

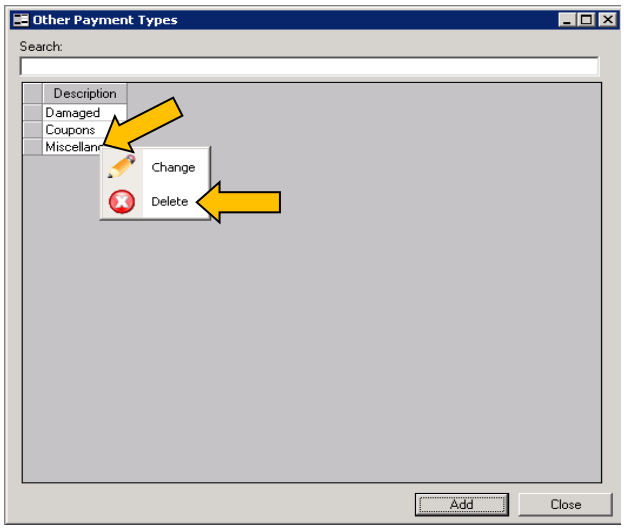


3. Type the following.

   Description: Unique name or brief text identifying entry

4. When finished, click **OK** at screen bottom; STOP!

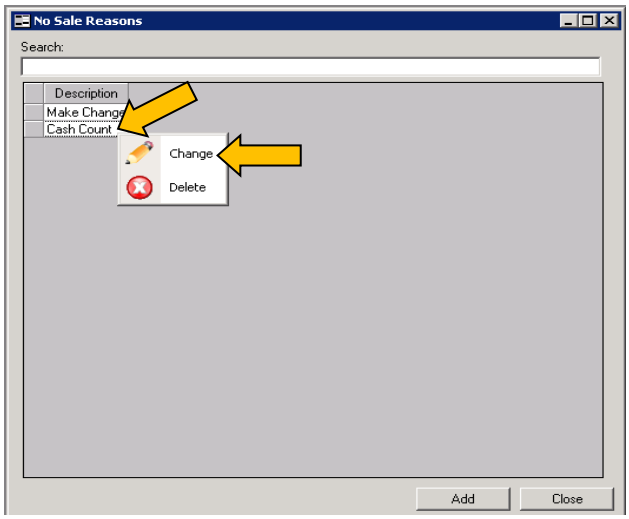
5. Right-click entry to be removed.



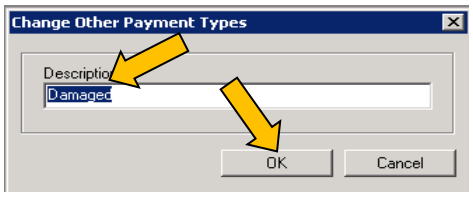
6. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog.

7. STOP!

8. Right-click entry to be updated.



9. Click **Change** icon; **Change Other Payment Types** dialog displays:



10. Overtype the following.

    Description: Unique name or brief text identifying entry

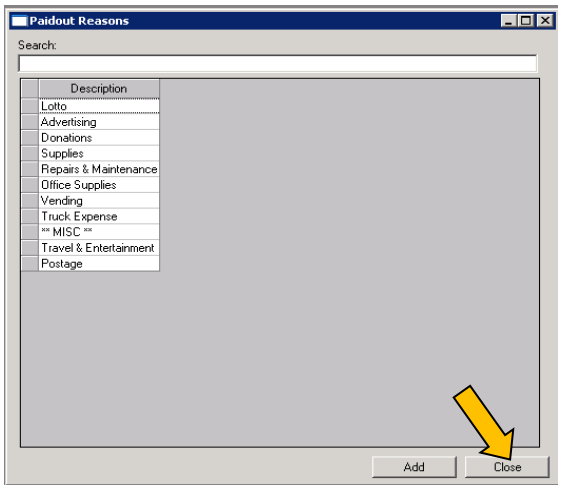
11. When finished, click **OK** at screen bottom.

Paidout Reasons

This table lists allowable, non-sales related cash in and cash out payment options for items such as deliveries, donations and end of shift drawer count. DataManager tracks instances of all cashier activity for which a paidout reason was used, and subsequently summarizes this activity on the *Paid Outs by Date and Category Report*.

Reviewing Paidout Reasons Information

You can review current paidout reason options by clicking **Paidout Reasons** on **Table Maintenance** menu. **Paidout Reasons** screen displays:



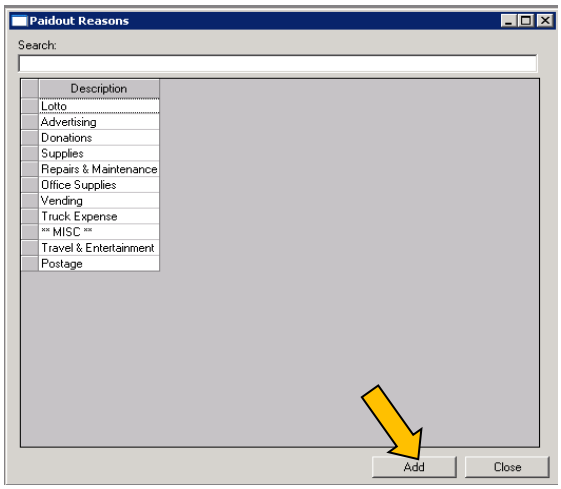
1. Review the following:

   Description: Unique name or brief text identifying entry

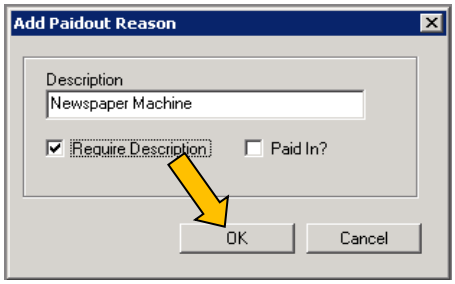
2. When finished, click **Close** at screen bottom to exit table.

Updating Paidout Reasons Information

You can add to, change or delete table entries by clicking **Paidout Reasons** on **Table Maintenance** menu. **Paidout Reasons** screen displays:

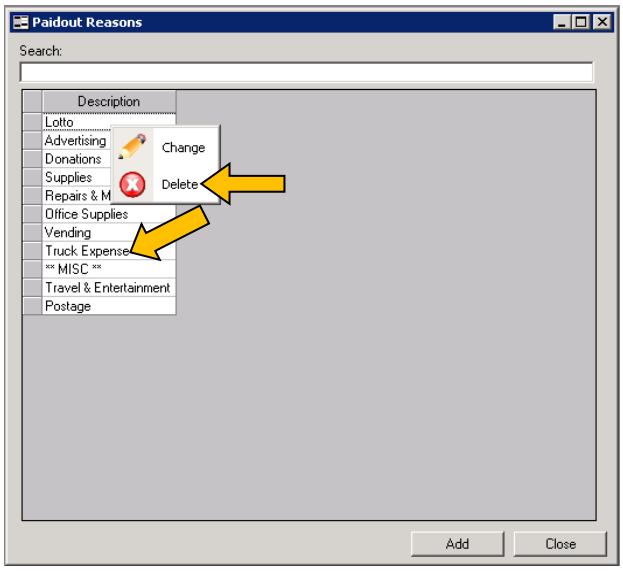


1. Do one of the following:
   - To add entry, go to Step 2; *or*
   - To completely remove (delete) entry, go to Step 5; *or*
   - To update entry, go to Step 8.
2. Click **Add** at screen bottom: **Add Paidout Reason** dialog displays:

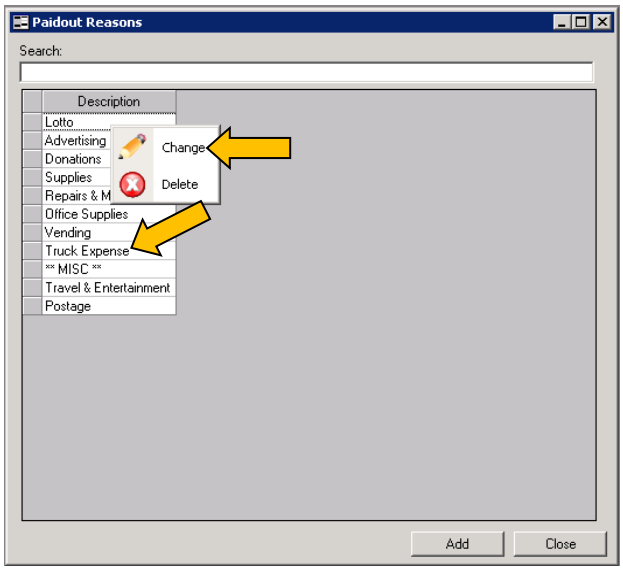


3. Type the following.

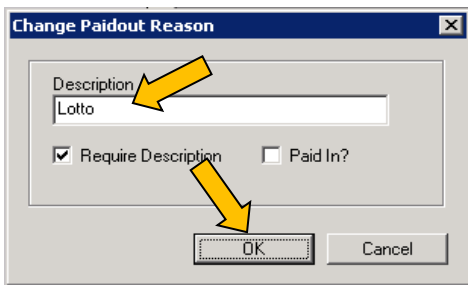
   Description: Unique name or brief text identifying entry
4. When finished, click **OK** at screen bottom; STOP!
5. Right-click entry to be removed.



6. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog.
7. STOP!
8. Right-click entry to be updated.



9. Click **Change** icon; **Change Paidout Reasons** dialog displays:



10. As appropriate, overtype and/or select (click) the following.

Description: Unique name or brief text identifying entry.

Require Description: Cashier must input explanation or further details.

Paid In?: Reason applies to cash pay-in item.

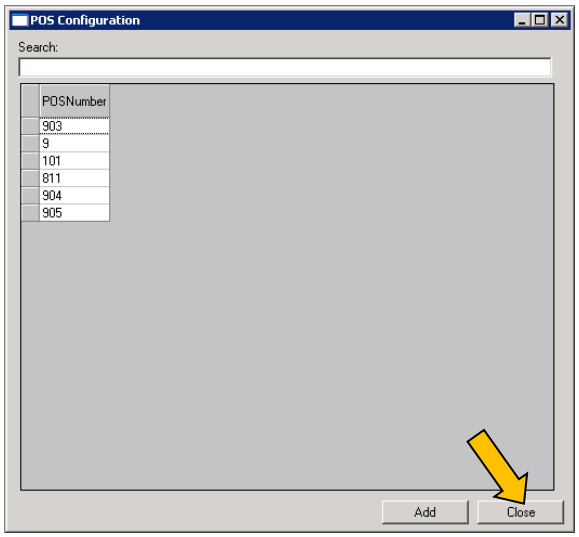
11. When finished, click **OK** at screen bottom.

POS Configuration

This table identifies each FCT or Register currently configured for your POS.

Reviewing POS Configuration Information

You can review number assignment of each of your active POS stations by clicking **POS Configuration** on **Table Maintenance** menu. **POS Configuration** screen displays:



1. Review the following:

   POSNumber: Unique number identifying POS station.

2. When finished, click **Close** at screen bottom to exit table.

Updating POS Configuration Information

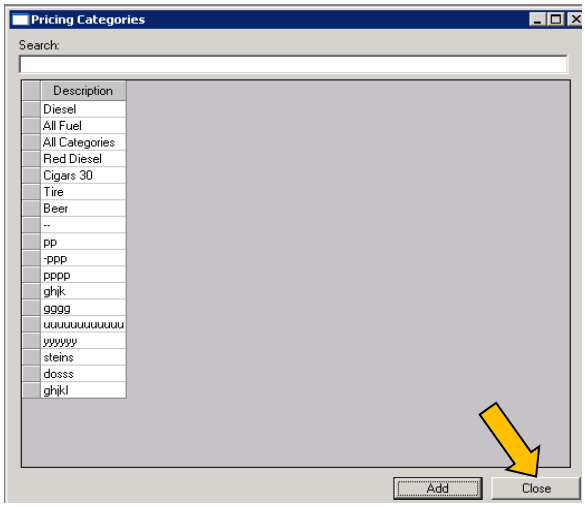
For procedures to add to, change or delete POS configuration information, see Chapter 12, *Configuring Point Of Sale*, (above).

Pricing Categories

This table lists current pricing categories for the items you sell, as specified in your previous inventory pricing setup and maintenance activities.

Reviewing Pricing Categories Information

You can review the inventory pricing categories you have established by clicking **Pricing Categories** on **Table Maintenance** menu. **Pricing Categories** screen displays:



1. Review the following:

   Description: Unique name or brief text identifying entry.

2. When finished, click **Close** at screen bottom to exit table.

Updating Pricing Categories Information

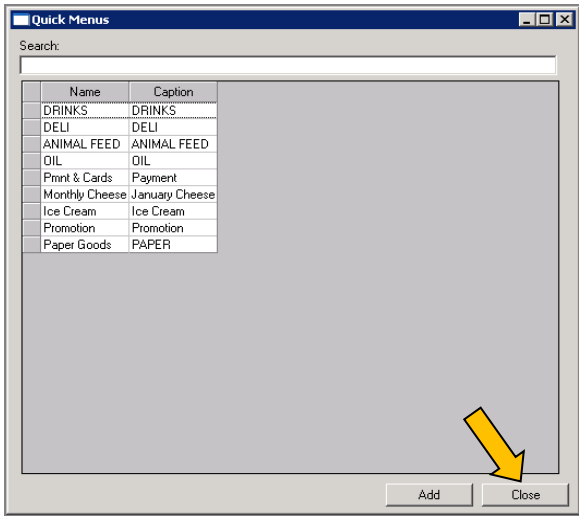
For procedures to add to, change or delete pricing categories information, see Chapter 5, *Managing Inventory Pricing Information*, 'Updating Pricing Categories' section (above).

Quick Menus

This table lists current Register quick menus and associated tab/button captions, as specified in your previous POS setup and maintenance activities.

Reviewing Quick Menus Information

You can review the POS quick menus you have established by clicking **Quick Menus** on **Table Maintenance** menu. **Quick Menus** screen displays:



1. Review the following:

   Name: Unique name or brief text identifying entry.

   Caption: Text corresponding to **Name** to display at POS.

2. When finished, click **Close** at screen bottom to exit table.

Updating Quick Menus Information

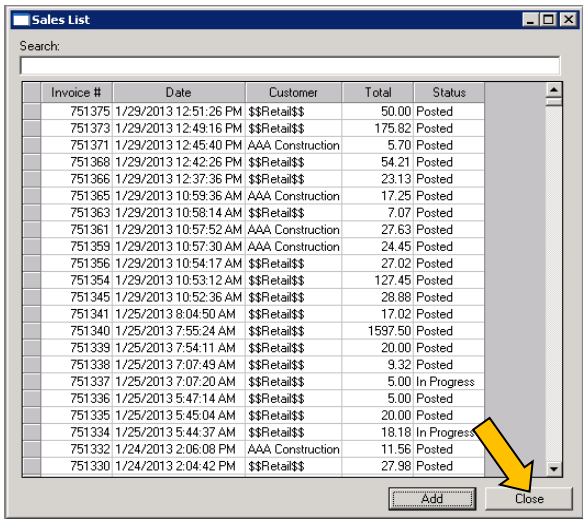
For procedures to add to, change or delete quick menus information, see Chapter 12, *Configuring Point Of Sale*, 'Updating Quick Menus' section (above).

Sales List

This table summarizes customer sales activity and attending invoice status information, as well as provides for quick navigation to relevant sales entry detail screens.

Reviewing Sales List Information

You can review summary customer sales entry and invoice status information by clicking **Sales List** on **Table Maintenance** menu. **Sales List** screen displays:



1. Review the following:

   Invoice #: Unique number identifying invoice.

   Date: Sale transaction date, in MM/DD/YYYY format (e.g., '11/25/2012').

   Time: Sale transaction time, in HH:MM:SS AM/PM format (e.g., '12:56:26 PM').

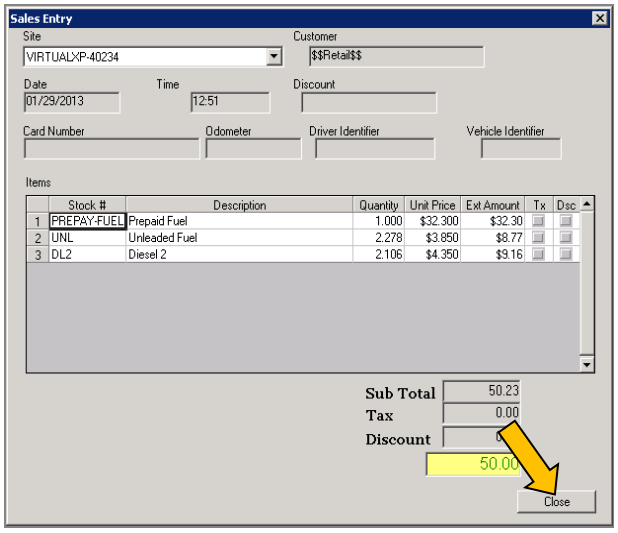
   Total: Invoice total, in dollars and cents (e.g., '$175.82').

   Status: Invoice generation status (e.g., 'In Progress'. 'Posted').

2. Do one of the following:

   - To review details for specific entry, go to Step 3; *or*
   - To finish summary review, go to Step 5.

3. Double-click entry for which you want details; applicable **Sales Entry** screen displays:



4. Review the following

   Site: Unique name identifying transaction location.

   Customer: Unique name identifying customer.

   Date: Sale transaction date, in MM/DD/YYYY format (e.g., '11/25/2012').

   Time: Sale transaction time, in HH:MM:SS AM/PM format (e.g., '12:56:26 PM').

   Date: Sales entry date, in MM/DD/YYYY format; system default is current date.

   Time: Sales entry time, in HH:MM am/pm format; system default is current time.

   Discount: Discount type applied to sale, (e.g., '5% Senior').

   Card Number: Unique number identifying payment card.

   Odometer: Vehicle odometer reading in whole miles.

   Driver Identifier: Unique name or number identifying vehicle driver.

   Vehicle Identifier: Unique number and/or name identifying driver vehicle.

   Stock #: Unique number or code identifying item.

   Description: Unique name or brief text identifying entry.

   Quantity: Number of this item purchased, per specified unit of measure.

   Unit Price: Item price per unit; item customer cost, per specified unit of measure.

   Ext Amount: Sale extended amount (**Quantity** value x **Unit Price** value).

   Tx: Tax(es) applied to sale.

   Dsc: Discount applied to sale.

   Sub Total: Sale total, less applied tax(es) and discount.

   Tax: Tax amount applied to sale.

   Discount: Discount amount applied to sale.

   [nnnn.nn]: Total sale amount.

5. Click **Close** at screen bottom.

Updating Sales List Information

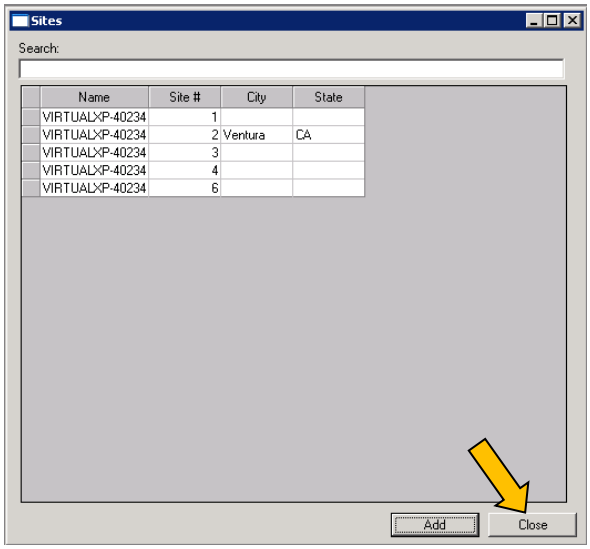
For procedures to add to or delete sales list information, see Chapter 9, *Managing Manual Sales Entry Information* (above).

Sites

This table lists summary information for each physical location configured for your system, as well as provides for quick navigation to relevant sites detail screens.

Reviewing Sites Information

You can review summary sites information by first clicking **Sites** on **Table Maintenance** menu. **Sites** screen displays:



1. Review the following:

   Name: Unique name or code identifying entry.

   Site #: Unique number identifying site.

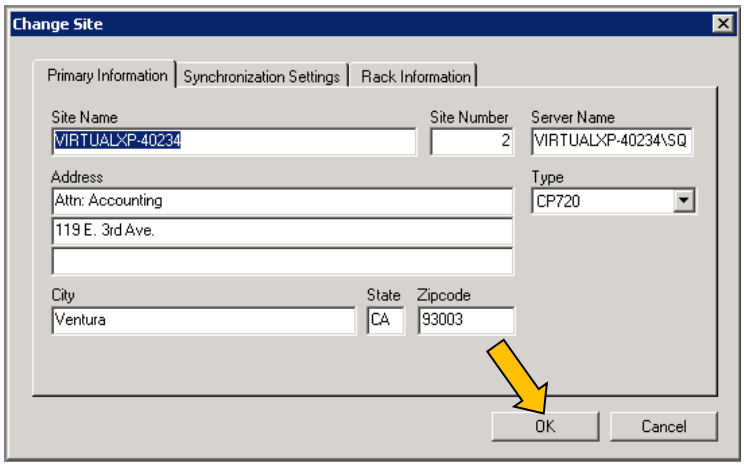
   City: Address city name.

   State: Address two-character state code (e.g., 'CA').

2. Do one of the following:

   - To review details for specific entry, go to Step 3; *or*
   - To finish summary review, go to Step 5.

3. Double-click entry for which you want details; applicable **Site** screen displays:



4. Review the following

   Site Name: Unique name or code identifying entry.

   Site Number: Unique number identifying site.

   Address: Street number and name, and unit number, if applicable (e.g., '1011 Helderberg Ave #103').

   City: Address city name.

   State: Address two-character state code (e.g., 'CA').

   Zipcode: Address five-digit postal code.

   Server Name: Unique name identifying site server.

   Type: Site server type.

5. When finished, click **Close** at screen bottom.

Updating Sites Information

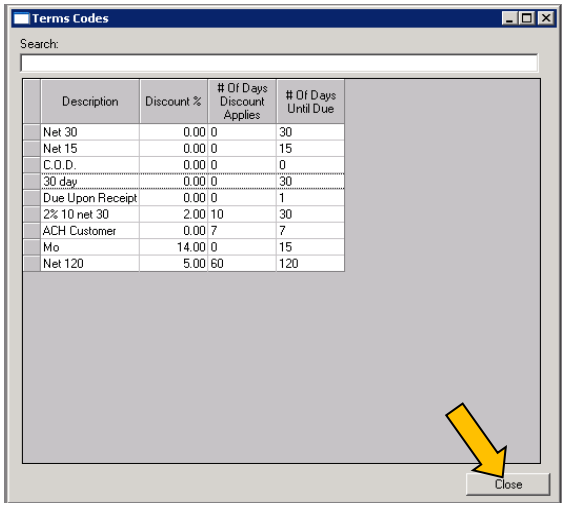
For procedures to add to, change or delete sites table information, see Chapter 2, *Managing Site Information*, 'Updating Site Information' section (above).

Terms Codes

This table lists invoice payment terms options, as specified in course of setting up and maintaining customer account information. Displayed values provide basis for calculation and adjustment of invoice totals.

Reviewing Terms Codes Information

You can review current net payment terms codes by clicking **Terms Codes** on **Table Maintenance** menu. **Terms Codes** screen displays:



1. Review the following:

   Description: Unique name or brief text identifying entry.

   Discount %: **Discount Total** value expressed as percent.

   # Of Days Discount Applies: Number of days until discount expires (e.g., '10')

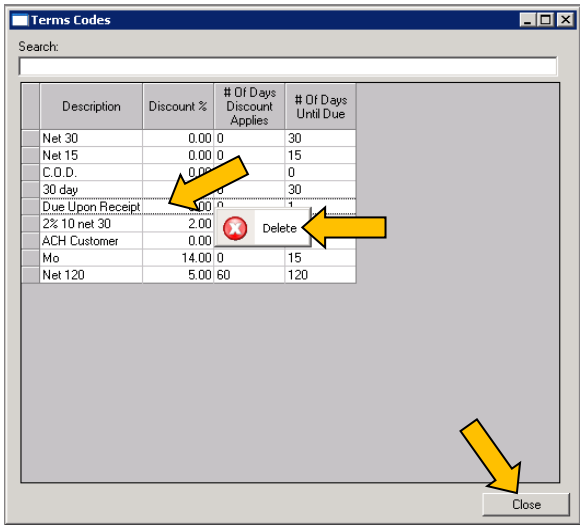
   # Of Days Until Due: Number of days until payment due (e.g., '60').

2. When finished, click **Close** at screen bottom.

Updating Terms Codes Information

You can delete table entries as follows:

1. Right-click entry to be removed.



2. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog; entry removed.

3. Click **Close** at screen bottom

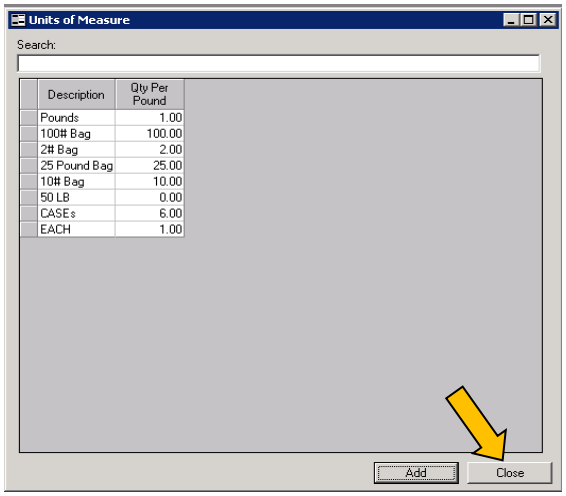
For procedures to add to or change invoice terms information, see Chapter 8, *Managing Customer Information*, 'Adding Customer Accounts' and 'Updating Customer Accounts' *sections* (above).

Units of Measure

This table lists units of measure for the products you sell, as specified in course of setting up and maintaining inventory item information. Measure units determine calculation basis of quantity values.

Reviewing Units of Measure Information

You can review current units of measure by clicking **Units of Measure** on **Table Maintenance** menu. **Units of Measure** screen displays:



1. Review the following:

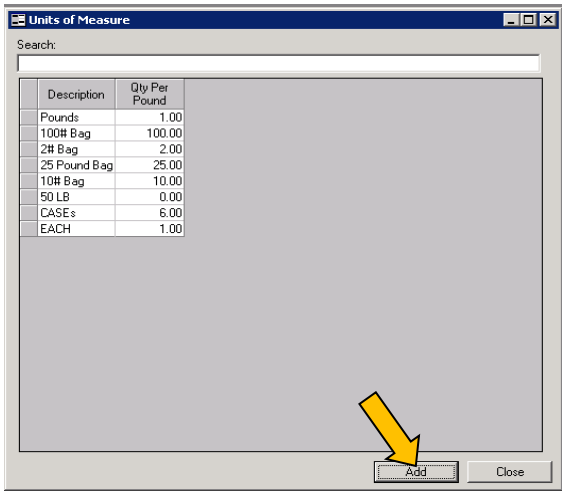
   Description: Unique name or brief text identifying entry.

   Qty Per Pound: Unit of measure item quantity per one pound weight.

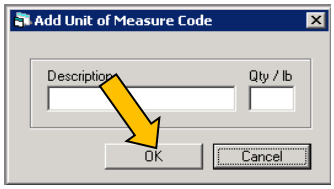
2. When finished, click **Close** at screen bottom.

Updating Units of Measure Information

You can add to, change and delete table entries by clicking **Units of Measure** on **Table Maintenance** menu. **Units of Measure** screen displays:



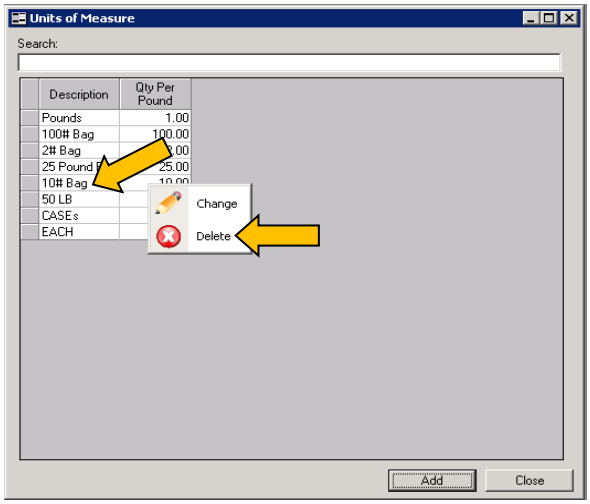
1. Do one of the following:
   - To add entry, go to Step 2; *or*
   - To completely remove (delete) entry, go to Step 6; *or*
   - To update entry, go to Step 9.
2. Click **Add** at screen bottom; **Add Unit of Measure Code** dialog displays:



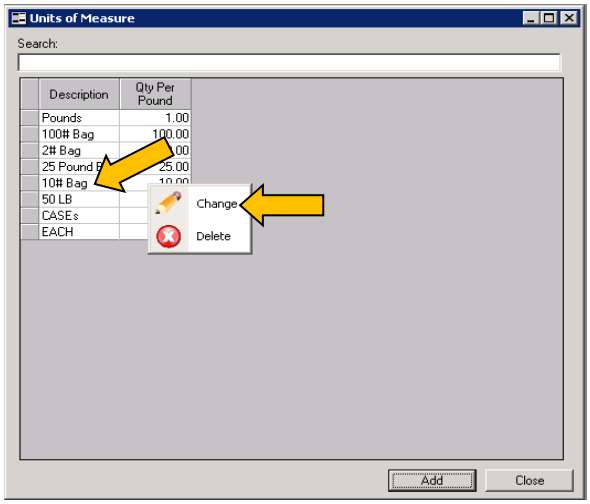
3. Type the following:

   Description: Unique name or brief text identifying entry.

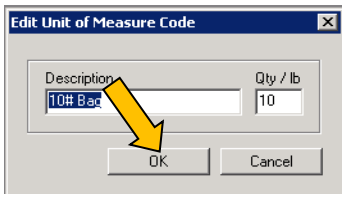
   Qty Per Pound: Unit of measure item quantity per one pound weight.
4. When finished, click **OK** at screen bottom.
5. STOP!
6. Right-click entry to be removed.



7. Click **Delete** icon, and then click **Yes** on **Verification of Deletion** dialog.
8. STOP!
9. Right-click entry to be updated.



10. Click **Change** icon; **Unit of Measure Code** dialog displays:



11. As appropriate, overtype the following:

    Description: Unique name or brief text identifying entry.

    Qty Per Pound: Unit of measure item quantity per one pound weight.

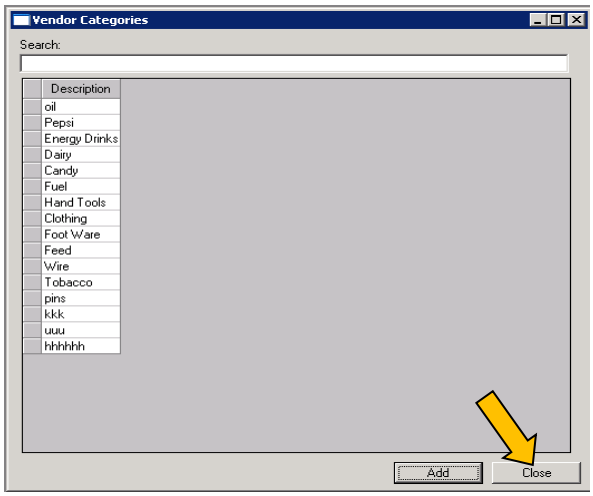
12. When finished, click **OK** at screen bottom.

Vendor Categories

This table lists current categories for the types or groupings of items you purchase from vendors, as specified in your previous vendor setup and maintenance activities.

Reviewing Vendor Categories Information

You can review the vendor categories you have established by clicking **Vendor Categories** on **Table Maintenance** menu. **Vendor Categories** screen displays:



1. Review the following:

   Description: Unique name or brief text identifying entry.

2. When finished, click **Close** at screen bottom.

Updating Vendor Categories Information

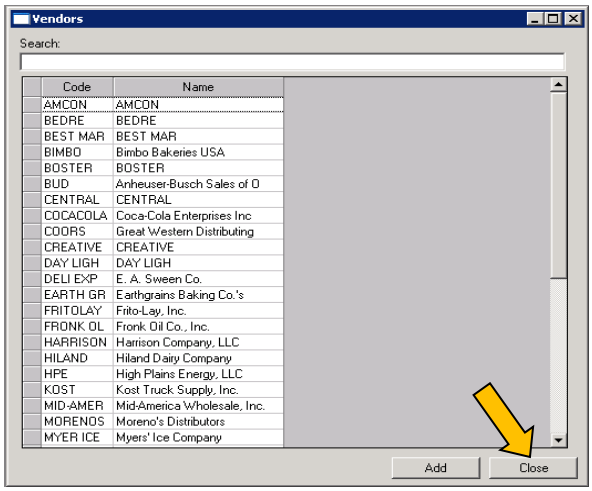
For procedures to add to or change vendor categories information, see Chapter 3, *Managing Vendor Information,* 'Adding Vendor Categories' and 'Updating Vendor Categories' *sections* (above).

Vendors

This table lists current vendors from whom you purchase inventory items, as specified in your previous vendor setup and maintenance activities.

Reviewing Vendors Information

You can review summary information about the vendors you have established by clicking **Vendors** on **Table Maintenance** menu. **Vendors** screen displays:



1. Review the following:

   Code: Unique code identifying vendor.

   Description: Unique name or brief text identifying entry.

2. When finished, click **Close** at screen bottom.

Updating Vendors Information

For procedures to add to or change vendor information, see Chapter 3, *Managing Vendor Information* (above).

Chapter 14

Managing Report Information

DataManager provides a wide variety of periodic and special reports detailing daily business activities across multiple functional lines. You have the option of either accepting standard report presentation or specifying parameters as serves a specific one-time or ongoing business need. Please note that depending on DataManager functionality purchased and sort criteria specified, you may not have access to all reports or report information described.

You access DataManager report information by first making selection from the **Reports List** screen. You can navigate to this screen from the Main display two ways:

- Click task bar Reporting tab, and then click **Reports List**

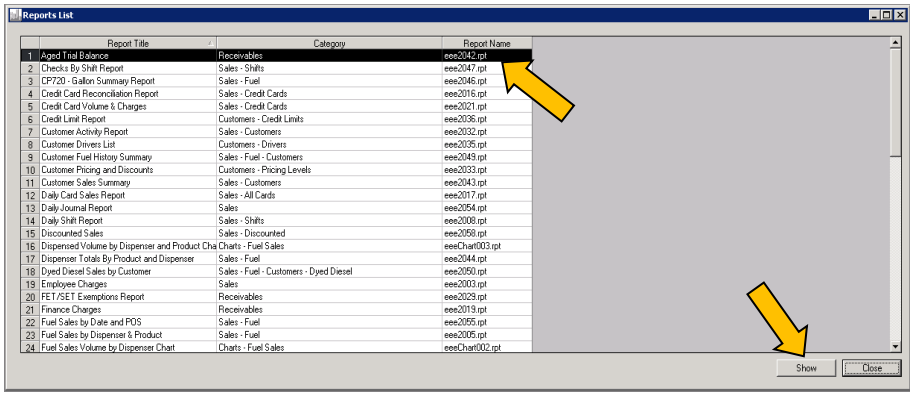
on menu;

OR

- Click toolbar **Reports List** icon.

Then:

- **Reports List** screen displays:


Reports List
Report Title
Category
Report Name
1 Aged Trial Balance Receivables eee2042.rpt
2 Checks By Shift Report Sales - Shifts eee2047.rpt
3 CP720 - Gallon Summary Report Sales - Fuel eee2046.rpt
4 Credit Card Reconciliation Report Sales - Credit Cards eee2016.rpt
5 Credit Card Volume & Charges Sales - Credit Cards eee2021.rpt
6 Credit Limit Report Customers - Credit Limits eee2036.rpt
7 Customer Activity Report Sales - Customers eee2032.rpt
8 Customer Drivers List Customers - Drivers eee2035.rpt
9 Customer Fuel History Summary Sales - Fuel - Customers eee2043.rpt
10 Customer Pricing and Discounts Customers - Pricing Levels eee2033.rpt
11 Customer Sales Summary Sales - Customers eee2043.rpt
12 Daily Card Sales Report Sales - All Cards eee2017.rpt
13 Daily Journal Report Sales eee2054.rpt
14 Daily Shift Report Sales - Shifts eee2008.rpt
15 Discounted Sales Sales - Discounted eee2058.rpt
16 Dispensed Volume by Dispenser and Product Cha Charts - Fuel Sales eeeChart003.rpt
17 Dispenser Totals By Product and Dispenser Sales - Fuel eee2044.rpt
18 Dyed Diesel Sales by Customer Sales - Fuel - Customers - Dyed Diesel eee2050.rpt
19 Employee Charges Sales eee2003.rpt
20 FET/SET Exemptions Report Receivables eee2029.rpt
21 Finance Charges Receivables eee2019.rpt
22 Fuel Sales by Date and POS Sales - Fuel eee2055.rpt
23 Fuel Sales by Dispenser & Product Sales - Fuel eee2005.rpt
24 Fuel Sales Volume by Dispenser Chart Charts - Fuel Sales eeeChart002.rpt
Show
Close

- Reference selected report below.

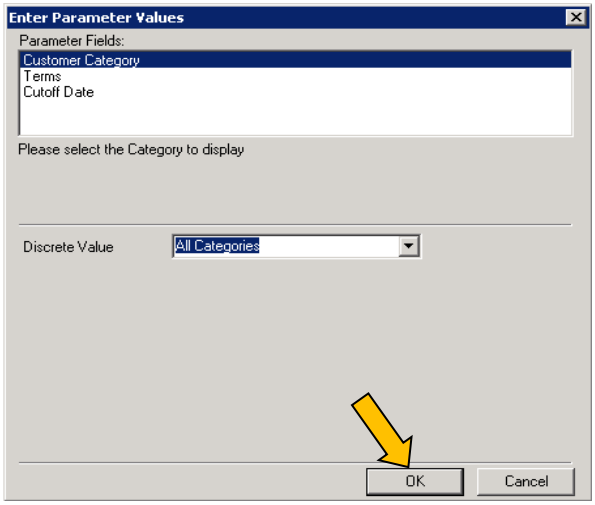
Reports

A/R Trial Balance

This report provides detail and summary 0 – 121+ day customer Accounts Receivable balance information for reporting period and selection criteria specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.



2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

   Customer Category: Only include customers within category specified.

   Terms: Only include customers with payment terms specified.

   Cutoff Date: Only include activity up to date and time specified.

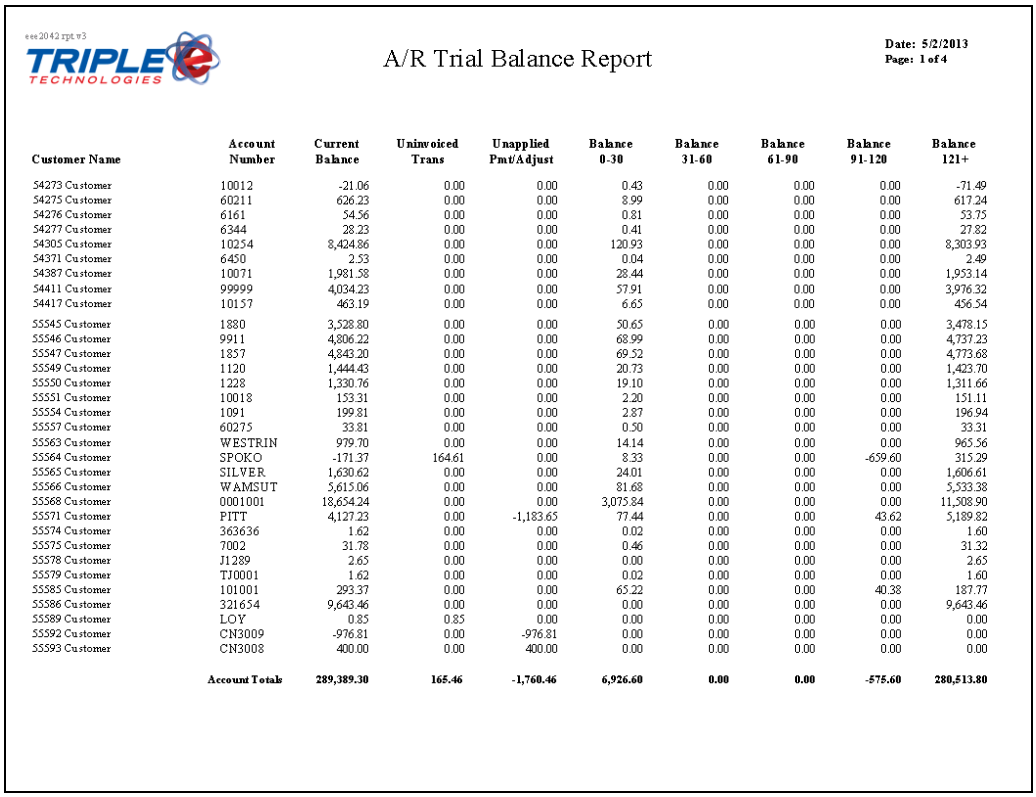
3. Do one of the following:

   - To accept or change report cutoff date, go to Step 4; or
   - To not specify report cutoff date, click **Set to NULL value**; go to Step 5.

4. As appropriate, accept or change the following:

   Cutoff Date: Only include activity *on or before* date and time specified.

5. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

A/R Trial Balance Report

Date: 5/2/2013
Page: 1 of 4

Customer Name	Account Number	Current Balance	Uninvoiced Trans	Unapplied Pmt/Adjust	Balance 0-30	Balance 31-60	Balance 61-90	Balance 91-120	Balance 121+
54273 Customer	10012	-21.06	0.00	0.00	0.43	0.00	0.00	0.00	-71.49
54275 Customer	60211	626.23	0.00	0.00	8.99	0.00	0.00	0.00	617.24
54276 Customer	6161	54.56	0.00	0.00	0.81	0.00	0.00	0.00	53.75
54277 Customer	6344	28.23	0.00	0.00	0.41	0.00	0.00	0.00	27.82
54305 Customer	10254	8,424.86	0.00	0.00	120.93	0.00	0.00	0.00	8,303.93
54371 Customer	6450	2.53	0.00	0.00	0.04	0.00	0.00	0.00	2.49
54387 Customer	10071	1,981.58	0.00	0.00	28.44	0.00	0.00	0.00	1,953.14
54411 Customer	99999	4,034.23	0.00	0.00	57.91	0.00	0.00	0.00	3,976.32
54417 Customer	10157	463.19	0.00	0.00	6.65	0.00	0.00	0.00	456.54
55545 Customer	1880	3,528.80	0.00	0.00	50.65	0.00	0.00	0.00	3,478.15
55546 Customer	9911	4,806.22	0.00	0.00	68.99	0.00	0.00	0.00	4,737.23
55547 Customer	1857	4,843.20	0.00	0.00	69.52	0.00	0.00	0.00	4,773.68
55549 Customer	1120	1,444.43	0.00	0.00	20.73	0.00	0.00	0.00	1,423.70
55550 Customer	1228	1,330.76	0.00	0.00	19.10	0.00	0.00	0.00	1,311.66
55551 Customer	10018	153.31	0.00	0.00	2.20	0.00	0.00	0.00	151.11
55554 Customer	1091	199.81	0.00	0.00	2.87	0.00	0.00	0.00	196.94
55557 Customer	60275	33.81	0.00	0.00	0.50	0.00	0.00	0.00	33.31
55563 Customer	WESTRIN	979.70	0.00	0.00	14.14	0.00	0.00	0.00	965.56
55564 Customer	SPOKO	-171.37	164.61	0.00	8.33	0.00	0.00	-659.60	315.29
55565 Customer	SILVER	1,630.62	0.00	0.00	24.01	0.00	0.00	0.00	1,606.61
55566 Customer	WAMSUT	5,615.06	0.00	0.00	81.68	0.00	0.00	0.00	5,533.38
55568 Customer	0001001	18,654.24	0.00	0.00	3,075.84	0.00	0.00	0.00	11,508.90
55571 Customer	PITT	4,127.23	0.00	-1,183.65	77.44	0.00	0.00	43.62	5,189.82
55574 Customer	363636	1.62	0.00	0.00	0.02	0.00	0.00	0.00	1.60
55575 Customer	7002	31.78	0.00	0.00	0.46	0.00	0.00	0.00	31.32
55578 Customer	J1289	2.65	0.00	0.00	0.00	0.00	0.00	0.00	2.65
55579 Customer	TJ0001	1.62	0.00	0.00	0.02	0.00	0.00	0.00	1.60
55585 Customer	101001	293.37	0.00	0.00	65.22	0.00	0.00	40.38	187.77
55586 Customer	321654	9,643.46	0.00	0.00	0.00	0.00	0.00	0.00	9,643.46
55589 Customer	LOY	0.85	0.85	0.00	0.00	0.00	0.00	0.00	0.00
55592 Customer	CN3009	-976.81	0.00	-976.81	0.00	0.00	0.00	0.00	0.00
55593 Customer	CN3008	400.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00
	Account Totals	**289,389.30**	**165.46**	**-1,760.46**	**6,926.60**	**0.00**	**0.00**	**-575.60**	**280,513.80**

6. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Customer Name: Unique name identifying customer.

   Account Number: Unique number identifying customer account.

   Current Balance: Customer account balance as of statement period end date.

   Uninvoiced Trans: Dollar amount of account transactions not yet invoiced.

   Unapplied Pmt/Adjust: Dollar amount of account payments and adjustments not yet applied,

   Balance (0 – 121+): Outstanding account balance for day range specified.

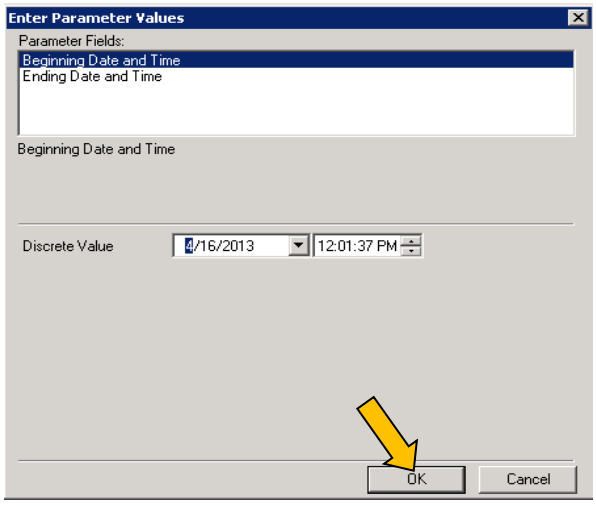
   Account Totals: Accounts receivable balance totals for customers and field headings reported.

Checks By Shift

This report provides detail and total customer check receipt information for reporting period and selection criteria specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.

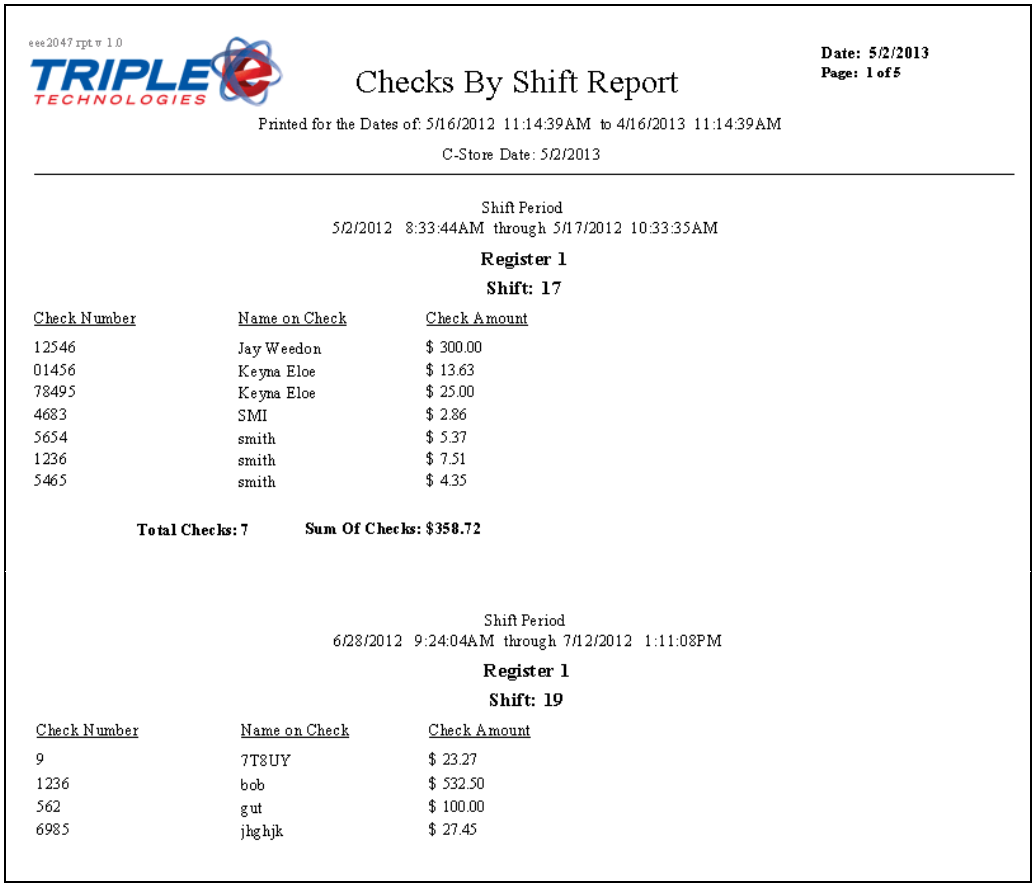


2. As appropriate, select from the following **Parameter Fields** values, and then in turn select corresponding value from **Discrete Value** window:

   Beginning Date and Time: Only include activity *on or after* date and time specified.

   Ending Date and Time: Only include activity *on or before* date and time specified.

3. Click **OK** at screen bottom; report displays:



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TRIPLE E TECHNOLOGIES

Checks By Shift Report

Date: 5/2/2013
Page: 1 of 5

Printed for the Dates of: 5/16/2012 11:14:39AM to 4/16/2013 11:14:39AM

C-Store Date: 5/2/2013

Shift Period
5/2/2012 8:33:44AM through 5/17/2012 10:33:35AM

Register 1

Shift: 17

Check Number	Name on Check	Check Amount
12546	Jay Weedon	$ 300.00
01456	Keyna Eloe	$ 13.63
78495	Keyna Eloe	$ 25.00
4683	SMI	$ 2.86
5654	smith	$ 5.37
1236	smith	$ 7.51
5465	smith	$ 4.35

Total Checks: 7 **Sum Of Checks: $358.72**

Shift Period
6/28/2012 9:24:04AM through 7/12/2012 1:11:08PM

Register 1

Shift: 19

Check Number	Name on Check	Check Amount
9	7T8UY	$ 23.27
1236	bob	$ 532.50
562	gut	$ 100.00
6985	jhghjk	$ 27.45

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates and times for which report pertains.

   Shift Period: Work shift start and end dates and times for which reported activity pertains, in MM/DD/YYYY HH:MM:SSAM/PM format (e.g., '11/10/2012 11:48:28AM through 12/24/2013 11:50:17PM').

   Register: Unique number identifying register for which reported activity pertains.

   Shift: Work shift for which reported activity pertains.

   Check Number: Sequence number printed on check.

   Name on Check: Customer name printed on check.

   Check Amount: Dollar amounts written on check.

   Name on Check: Customer name printed on check.

   Total Checks: Total number checks reported for dates, shift and register specified.

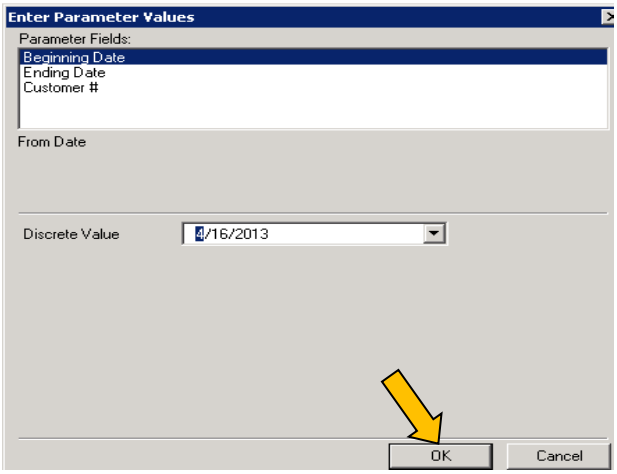
Sum Of Checks: Total dollar amount of checks reported for dates, shift and register specified.

CP720 Gallon Summary

This report provides CP720 gallon and dollar amount sales totals by fuel product type for reporting period and selection criteria specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.



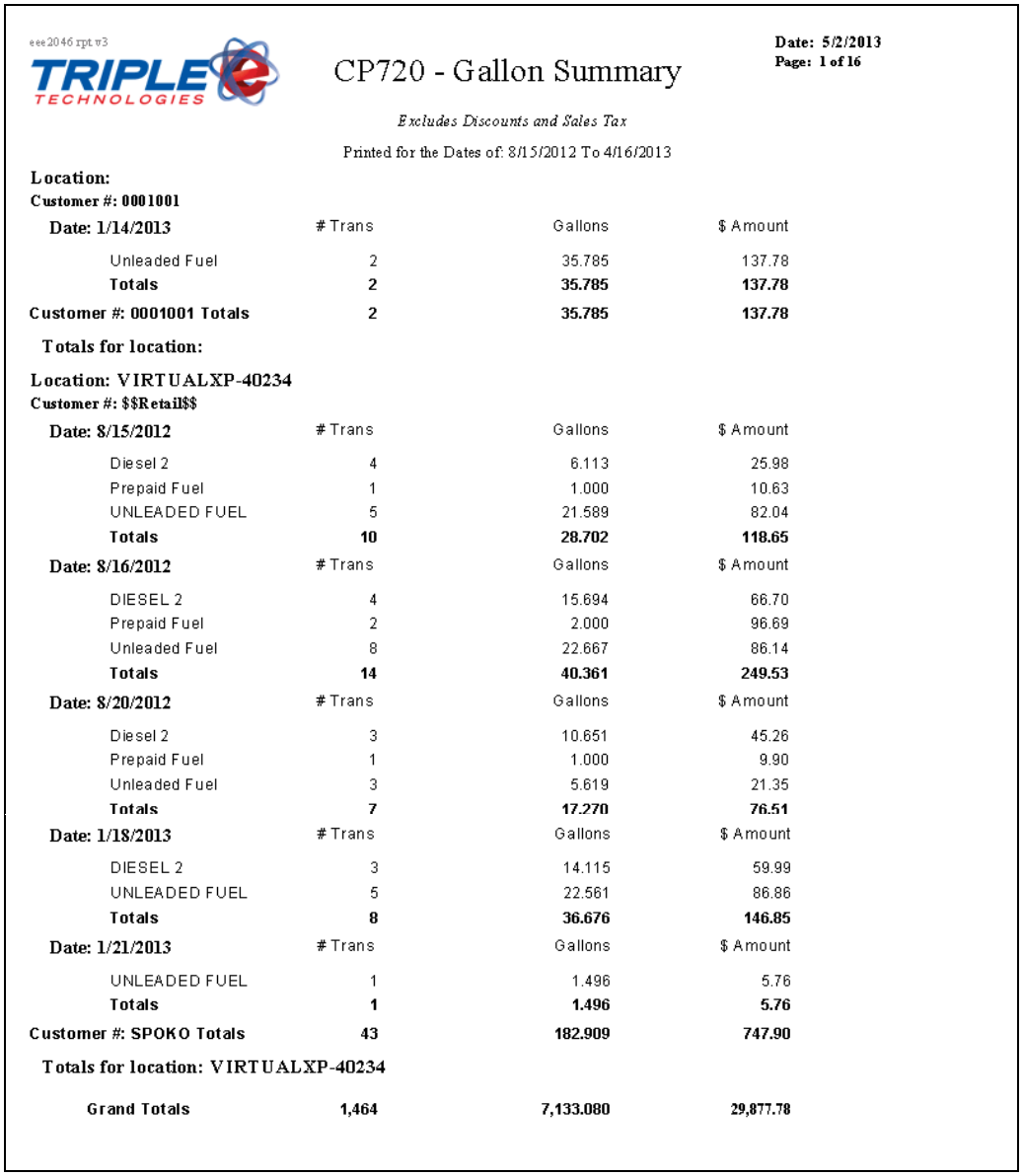
2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

   Customer #: Include activity for either all customer numbers or specific customer number only; default is **All Customers**.

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

CP720 - Gallon Summary

Date: 5/2/2013
Page: 1 of 16

Excludes Discounts and Sales Tax

Printed for the Dates of: 8/15/2012 To 4/16/2013

Location:
Customer #: 0001001

Date: 1/14/2013	# Trans	Gallons	$ Amount
Unleaded Fuel	2	35.785	137.78
Totals	**2**	**35.785**	**137.78**
Customer #: 0001001 Totals	**2**	**35.785**	**137.78**

Totals for location:

Location: VIRTUALXP-40234
Customer #: $$Retail$$

Date: 8/15/2012	# Trans	Gallons	$ Amount
Diesel 2	4	6.113	25.98
Prepaid Fuel	1	1.000	10.63
UNLEADED FUEL	5	21.589	82.04
Totals	**10**	**28.702**	**118.65**
Date: 8/16/2012	# Trans	Gallons	$ Amount
DIESEL 2	4	15.694	66.70
Prepaid Fuel	2	2.000	96.69
Unleaded Fuel	8	22.667	86.14
Totals	**14**	**40.361**	**249.53**
Date: 8/20/2012	# Trans	Gallons	$ Amount
Diesel 2	3	10.651	45.26
Prepaid Fuel	1	1.000	9.90
Unleaded Fuel	3	5.619	21.35
Totals	**7**	**17.270**	**76.51**
Date: 1/18/2013	# Trans	Gallons	$ Amount
DIESEL 2	3	14.115	59.99
UNLEADED FUEL	5	22.561	86.86
Totals	**8**	**36.676**	**146.85**
Date: 1/21/2013	# Trans	Gallons	$ Amount
UNLEADED FUEL	1	1.496	5.76
Totals	**1**	**1.496**	**5.76**
Customer #: SPOKO Totals	**43**	**182.909**	**747.90**

Totals for location: VIRTUALXP-40234

Grand Totals	**1,464**	**7,133.080**	**29,877.78**

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., ‘11/10/2013’).

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates for which report pertains.

   Location: Unique name identifying site.

   Customer #: Unique number or code identifying customer.

   Date: Transaction date in MM/DD/YYYY format (e.g., ‘10/11/2013’).

   # Trans: Number of sales transactions for customer, date and fuel type specified.

Gallons: Number of fuel type gallons pumped for location, customer, date and number of sales transactions specified.

$ Amount: Dollar amount of fuel type gallons pumped for location, customer, date and number of sales transactions specified.

[*fuel type*]: Sales transaction fuel type (e.g., 'DIESEL 2', etc.).

Totals: Sales transaction, gallon and dollar totals for location, customer, date and fuel type specified.

Customer # [*customer number*] Totals: Sales transaction, gallon and dollar totals for location, customer, date and *all* fuel types specified.

Totals for location: [*location name*]: Location sales transaction, gallon and dollar totals for all customers, dates and fuel types specified.

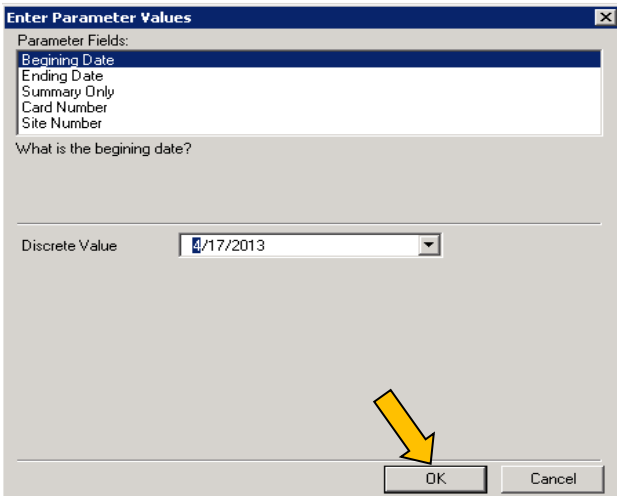
Grand Totals: Sales transaction, gallon and dollar totals for all locations, customers, dates and fuel types specified.

Credit Card Reconciliation

This report provides summary and detail credit card transaction activity breakdown by date for reporting period and selection criteria specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.



2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

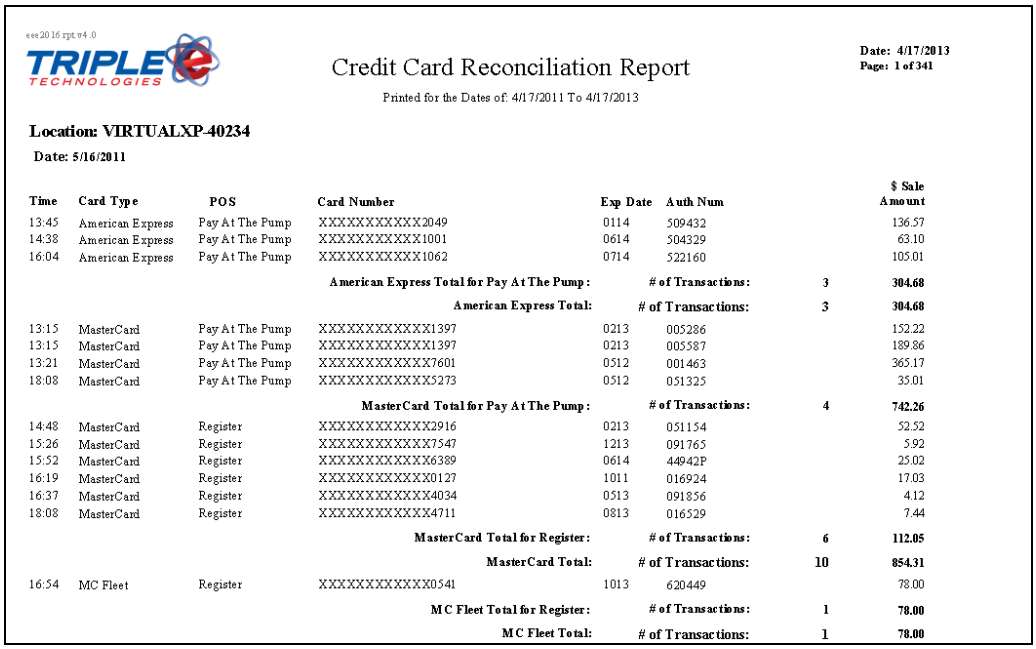
   Ending Date: Only include activity *on or before* date specified.

Summary Only: Do not show card activity detail; only include data for card type summary.

Card Number: Include activity for either all payment card numbers or specific payment card number only; default is **All Cards**.

Site Number: Unique name identifying transaction site.

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Credit Card Reconciliation Report

Printed for the Dates of: 4/17/2011 To 4/17/2013

Date: 4/17/2013
Page: 1 of 341

Location: VIRTUALXP-40234

Date: 5/16/2011

Time	Card Type	POS	Card Number	Exp Date	Auth Num		$ Sale Amount
13:45	American Express	Pay At The Pump	XXXXXXXXXXX2049	0114	509432		136.57
14:38	American Express	Pay At The Pump	XXXXXXXXXX1001	0614	504329		63.10
16:04	American Express	Pay At The Pump	XXXXXXXXXX1062	0714	522160		105.01
			American Express Total for Pay At The Pump :		**# of Transactions:**	**3**	**304.68**
			American Express Total:		**# of Transactions:**	**3**	**304.68**
13:15	MasterCard	Pay At The Pump	XXXXXXXXXXX1397	0213	005286		152.22
13:15	MasterCard	Pay At The Pump	XXXXXXXXXXX1397	0213	005587		189.86
13:21	MasterCard	Pay At The Pump	XXXXXXXXXXX7601	0512	001463		365.17
18:08	MasterCard	Pay At The Pump	XXXXXXXXXXX5273	0512	051325		35.01
			MasterCard Total for Pay At The Pump :		**# of Transactions:**	**4**	**742.26**
14:48	MasterCard	Register	XXXXXXXXXXXX2916	0213	051154		52.52
15:26	MasterCard	Register	XXXXXXXXXXX7547	1213	091765		5.92
15:52	MasterCard	Register	XXXXXXXXXXX6389	0614	44942P		25.02
16:19	MasterCard	Register	XXXXXXXXXXX0127	1011	016924		17.03
16:37	MasterCard	Register	XXXXXXXXXXX4034	0513	091856		4.12
18:08	MasterCard	Register	XXXXXXXXXXX4711	0813	016529		7.44
			MasterCard Total for Register:		**# of Transactions:**	**6**	**112.05**
			MasterCard Total:		**# of Transactions:**	**10**	**854.31**
16:54	MC Fleet	Register	XXXXXXXXXXXX0541	1013	620449		78.00
			MC Fleet Total for Register:		**# of Transactions:**	**1**	**78.00**
			MC Fleet Total:		**# of Transactions:**	**1**	**78.00**

Totals for VIRTUALXP-40234	**of Transactions:**	**4400**	**228,547.01**
Total for the dates of: 4/17/2011 through 4/17/2013	of Transactions:	**4400**	**228,547.01**

4. Review the following:

Date: Report date in MM/DD/YYYY format (e.g., ‘11/10/2013’).

Page: Report page number **of** total report pages.

Printed for the Dates of: Inclusive dates for which report pertains.

Location: Unique name identifying site.

Date: Transaction date in MM/DD/YYYY format (e.g., ‘10/11/2013’).

Time: Transaction time in HH.MM format (e.g., ’14:26’).

Card Type: Name identifying payment card type (e.g., ‘Visa’, ‘Discover’, etc.)..

POS: Point Of sale payment location (e.g., ‘Register’, ‘Pay At The Pump’, etc.).

Card Number: Unique number identifying payment cardholder; last four digits only (masked for reporting purposes).

Exp Date: Payment card expiration date in MMYY format (e.g., '0817').

Auth Num: Unique number identifying payment card transaction authorization.

$ Sale Amount: Payment card transaction dollar amount.

[*Card Type*] Total for [*POS location*]: Sales transaction count and dollar total for specified payment card type at POS location specified (e.g., 'Register 1').

Totals for [*MM/DD/YYYY*]: Sales transaction count and dollar totals for location and date specified.

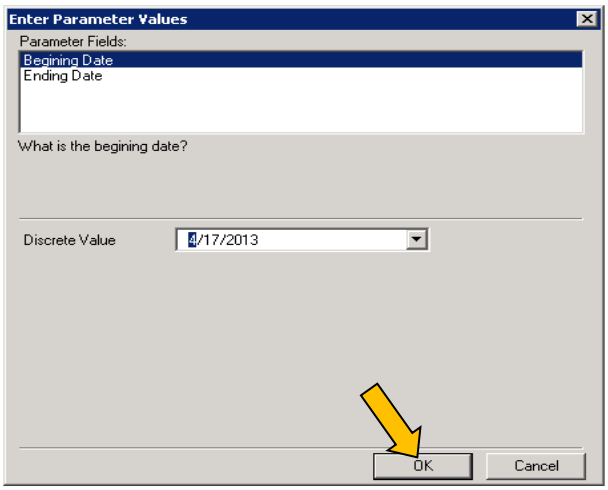
Totals for [*Location*]: Sales transaction count and dollar totals for location and all dates specified.

Credit Card Volume & Charges

This report provides summary credit card transaction activity breakdown by card type for reporting period and location(s) specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.

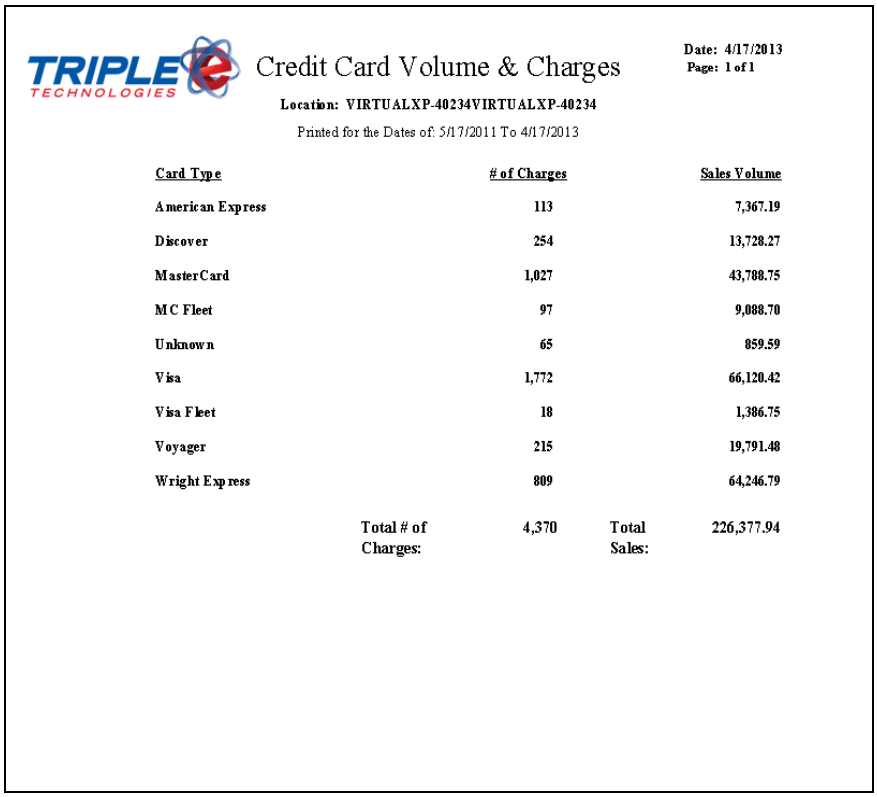


2. As appropriate, select from the following **Parameter Fields** values, and then in turn select corresponding value from **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

3. Click **OK** at screen bottom; report displays:



TRIPLE e TECHNOLOGIES

Credit Card Volume & Charges

Date: 4/17/2013
Page: 1 of 1

Location: VIRTUALXP-40234VIRTUALXP-40234

Printed for the Dates of: 5/17/2011 To 4/17/2013

Card Type	# of Charges	Sales Volume
American Express	113	7,367.19
Discover	254	13,728.27
MasterCard	1,027	43,788.75
MC Fleet	97	9,088.70
Unknown	65	859.59
Visa	1,772	66,120.42
Visa Fleet	18	1,386.75
Voyager	215	19,791.48
Wright Express	809	64,246.79
Total # of Charges:	4,370	Total Sales: 226,377.94

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Location: Unique name identifying site.

   Printed for the Dates of: Inclusive dates for which report pertains.

   Card Type: Name identifying payment card type (e.g., 'Visa', 'Discover', etc.).

   # of Charges: Sales transaction count for card type specified.

   Sales Volume: Sales transaction dollar totals for card type specified.

   Total # of Charges: Sales transaction count total for all card types specified.

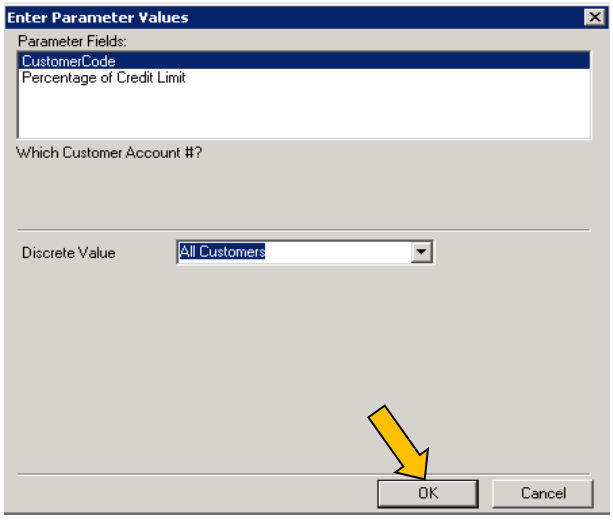
   Total Sales: Sales transaction dollar total for all card types specified.

Credit Limit

This report provides summary credit balance and limit information for customer account(s) and credit limit percent value specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:

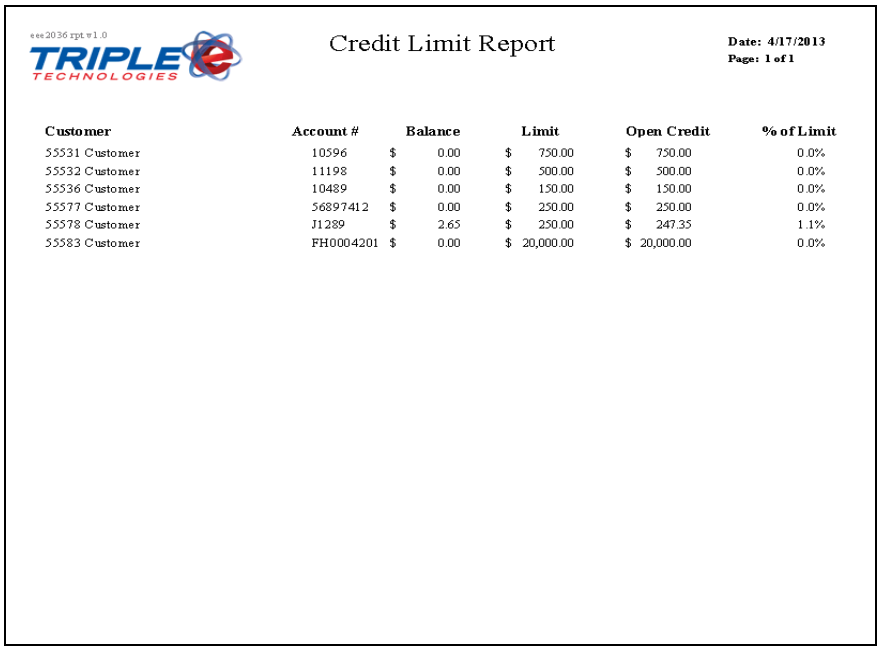


2. As appropriate, select from or type the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

   CustomerCode: Either **All Customers** or specific customer account number.

   Percentage of Credit Limit: Only include customers exceeding specified percent of credit limit used (e.g., '0.05%').

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Credit Limit Report

Date: 4/17/2013
Page: 1 of 1

Customer	Account #	Balance	Limit	Open Credit	% of Limit
55531 Customer	10596	$ 0.00	$ 750.00	$ 750.00	0.0%
55532 Customer	11198	$ 0.00	$ 500.00	$ 500.00	0.0%
55536 Customer	10489	$ 0.00	$ 150.00	$ 150.00	0.0%
55577 Customer	56897412	$ 0.00	$ 250.00	$ 250.00	0.0%
55578 Customer	J1289	$ 2.65	$ 250.00	$ 247.35	1.1%
55583 Customer	FH0004201	$ 0.00	$ 20,000.00	$ 20,000.00	0.0%

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Customer: Unique name identifying customer.

   Account #: Unique code or number identifying customer.

   Balance: Customer account credit balance.

   Credit: Customer account credit limit.

   Open Credit: Customer account available credit.

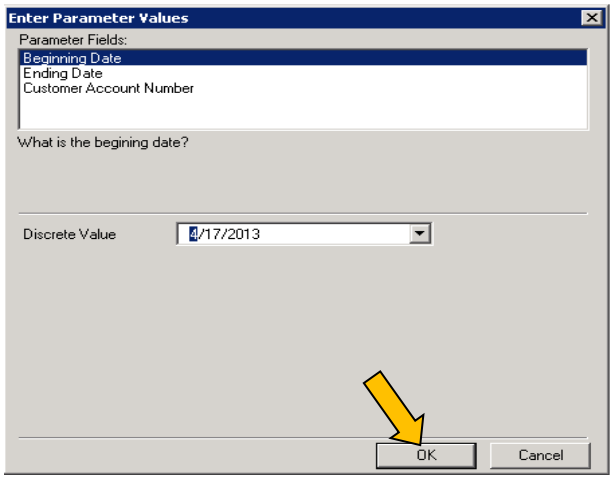
   % of Limit: Customer account percent of credit limit used.

Customer Activity

This report provides summary sales transaction and account balance activity for customer and reporting period specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



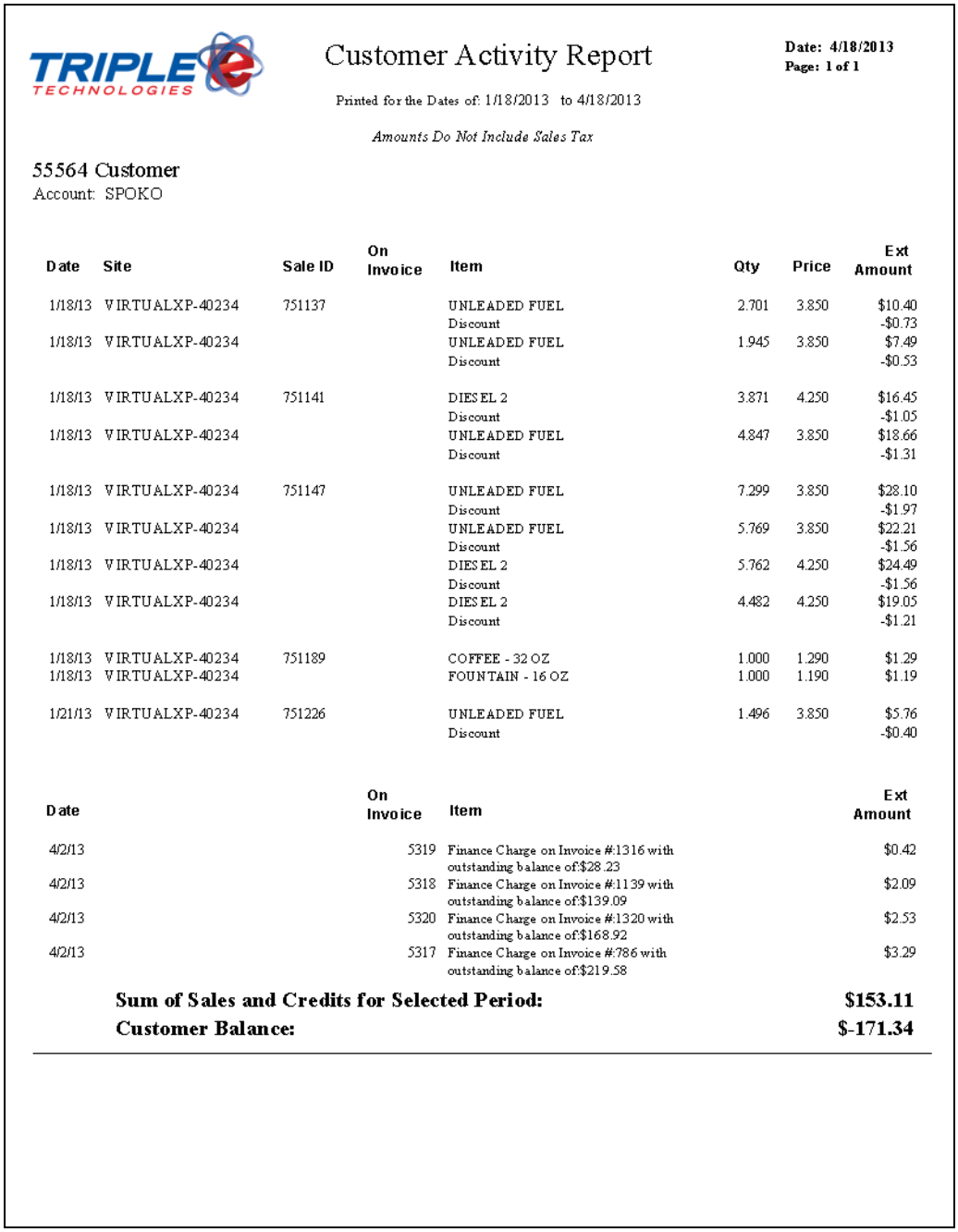
2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

   Customer Account Number: Unique number identifying customer.

3. Click **OK** at screen bottom; report displays:



TRIPLE e TECHNOLOGIES

Customer Activity Report

Date: 4/18/2013
Page: 1 of 1

Printed for the Dates of: 1/18/2013 to 4/18/2013

Amounts Do Not Include Sales Tax

55564 Customer
Account: SPOKO

Date	Site	Sale ID	On Invoice	Item	Qty	Price	Ext Amount
1/18/13	VIRTUALXP-40234	751137		UNLEADED FUEL	2.701	3.850	$10.40
				Discount			-$0.73
1/18/13	VIRTUALXP-40234			UNLEADED FUEL	1.945	3.850	$7.49
				Discount			-$0.53
1/18/13	VIRTUALXP-40234	751141		DIESEL 2	3.871	4.250	$16.45
				Discount			-$1.05
1/18/13	VIRTUALXP-40234			UNLEADED FUEL	4.847	3.850	$18.66
				Discount			-$1.31
1/18/13	VIRTUALXP-40234	751147		UNLEADED FUEL	7.299	3.850	$28.10
				Discount			-$1.97
1/18/13	VIRTUALXP-40234			UNLEADED FUEL	5.769	3.850	$22.21
				Discount			-$1.56
1/18/13	VIRTUALXP-40234			DIESEL 2	5.762	4.250	$24.49
				Discount			-$1.56
1/18/13	VIRTUALXP-40234			DIESEL 2	4.482	4.250	$19.05
				Discount			-$1.21
1/18/13	VIRTUALXP-40234	751189		COFFEE - 32 OZ	1.000	1.290	$1.29
1/18/13	VIRTUALXP-40234			FOUNTAIN - 16 OZ	1.000	1.190	$1.19
1/21/13	VIRTUALXP-40234	751226		UNLEADED FUEL	1.496	3.850	$5.76
				Discount			-$0.40

Date	On Invoice	Item	Ext Amount
4/2/13	5319	Finance Charge on Invoice #:1316 with outstanding balance of:$28.23	$0.42
4/2/13	5318	Finance Charge on Invoice #:1139 with outstanding balance of:$139.09	$2.09
4/2/13	5320	Finance Charge on Invoice #:1320 with outstanding balance of:$168.92	$2.53
4/2/13	5317	Finance Charge on Invoice #:786 with outstanding balance of:$219.58	$3.29

Sum of Sales and Credits for Selected Period: **$153.11**

Customer Balance: **$-171.34**

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., ‘11/10/2013’).

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates for which report pertains.

   [*Customer Name*]: Unique name identifying customer.

   Account: Unique code or number identifying customer.

   Date: Sales transaction date in MM/DD/YYYY format (e.g., ‘10/11/2013’).

Site: Unique name identifying site.

Sale ID: Unique number identifying sales transaction.

On Invoice: Unique number identifying invoice reference pertaining to item.

Item: Unique name or brief text identifying item.

Qty: Item quantity, per specified unit of measure.

Price: Customer cost per item.

Ext Amount: Sale extended amount (**Qty** value x **Price** value).

Discount: Discount amount applied to sale in dollars and cents.

Sum of Sales and Credits for Selected Period: Total customer sales and credits this reporting period.

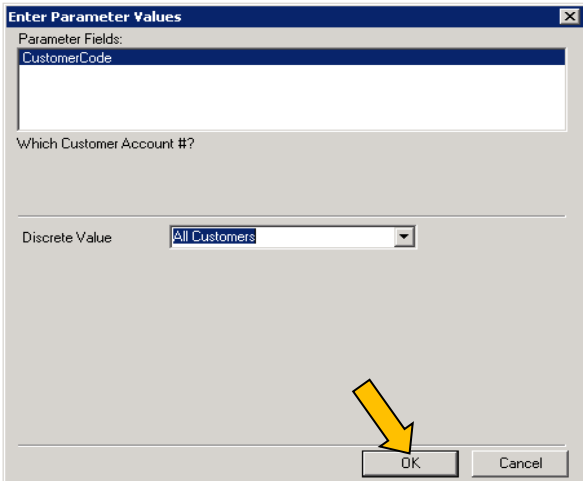
Customer Balance: Customer account balance forward as of report date.

Customer Drivers

This report lists summary assigned driver information for either a specific customer or all customers.

To generate report:

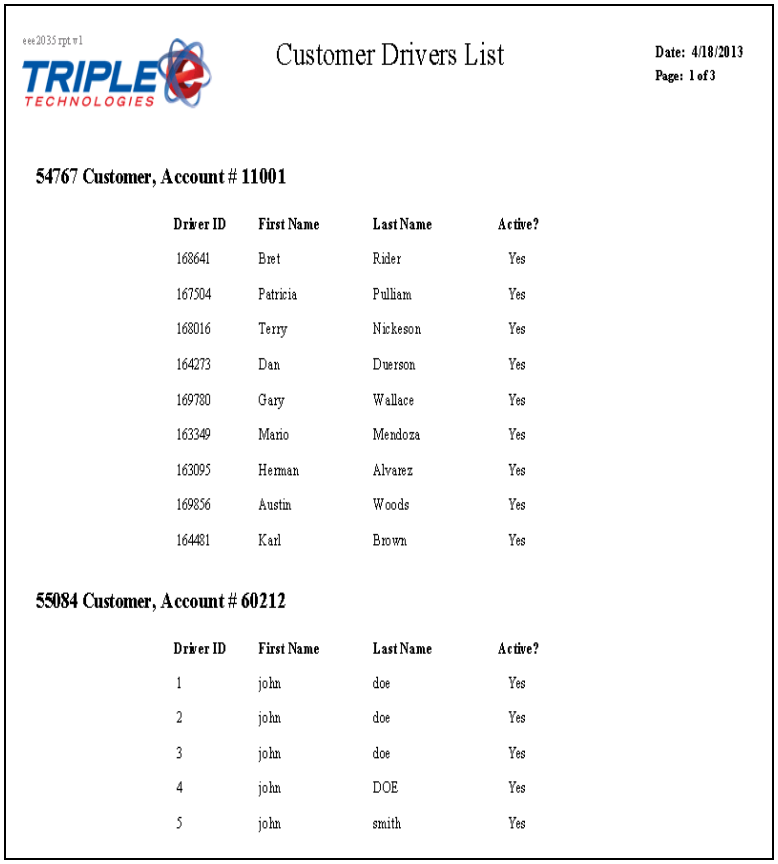
1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



2. As appropriate, either accept default (**All Customers**) or type entry for the following **Parameter Field** value in **Discrete Value** window:

   Customer Code: Unique number identifying customer.

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Customer Drivers List

Date: 4/18/2013
Page: 1 of 3

54767 Customer, Account # 11001

Driver ID	First Name	Last Name	Active?
168641	Bret	Rider	Yes
167504	Patricia	Pulliam	Yes
168016	Terry	Nickeson	Yes
164273	Dan	Duerson	Yes
169780	Gary	Wallace	Yes
163349	Mario	Mendoza	Yes
163095	Herman	Alvarez	Yes
169856	Austin	Woods	Yes
164481	Karl	Brown	Yes

55084 Customer, Account # 60212

Driver ID	First Name	Last Name	Active?
1	john	doe	Yes
2	john	doe	Yes
3	john	doe	Yes
4	john	DOE	Yes
5	john	smith	Yes

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   [*Customer Name*]: Unique name identifying customer.

   Account #: Unique code or number identifying customer.

   Driver ID: Unique number identifying driver.

   First Name: Driver first name.

   Last Name: Unique number identifying sales transaction.

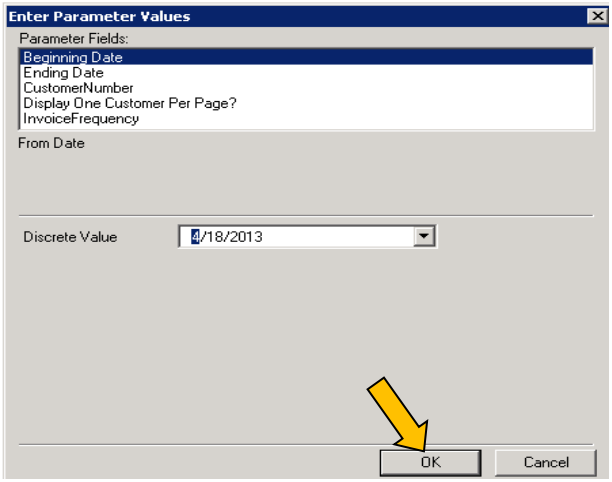
   Active?: Driver card usage activated for this customer account (either 'Yes' or 'No').

Customer Fuel History Summary

This report provides monthly summary of fuel purchase gallons and dollar amounts for customer and reporting period specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

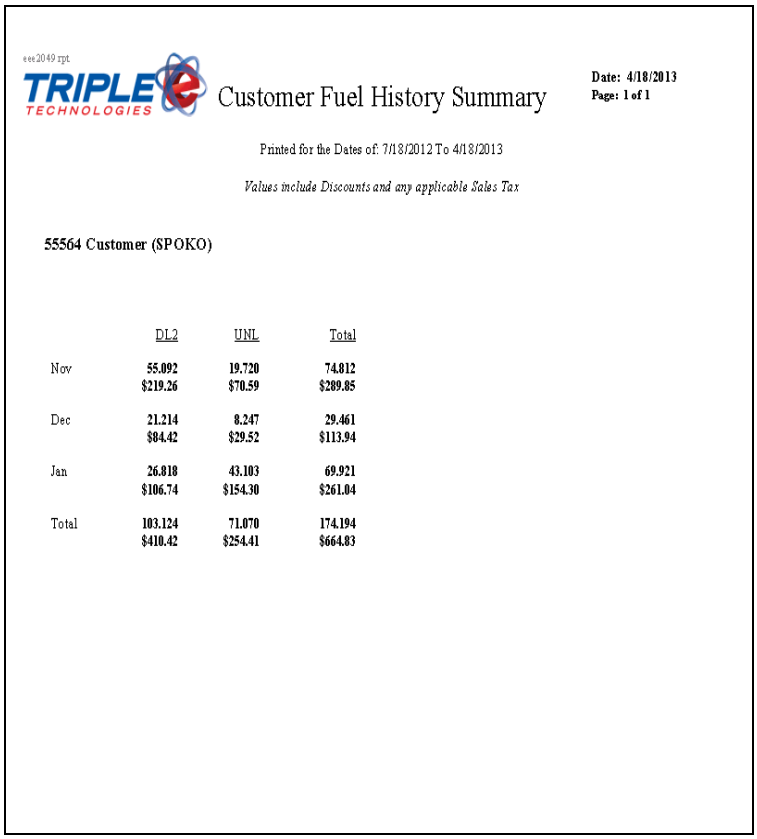
   Ending Date: Only include activity *on or before* date specified.

   CustomerNumber: Unique number identifying customer.

   Display One Customer Per Page?: Display information for one customer *only* per report page (either 'Yes' or 'No').

   InvoiceFrequency: Only include information for invoices with frequency specified (e.g., 'All', 'Monthly', etc.).

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Customer Fuel History Summary

Date: 4/18/2013
Page: 1 of 1

Printed for the Dates of: 7/18/2012 To 4/18/2013

Values include Discounts and any applicable Sales Tax

55564 Customer (SPOKO)

	DL2	UNL	Total
Nov	55.092	19.720	74.812
	$219.26	$70.59	$289.85
Dec	21.214	8.247	29.461
	$84.42	$29.52	$113.94
Jan	26.818	43.103	69.921
	$106.74	$154.30	$261.04
Total	103.124	71.070	174.194
	$410.42	$254.41	$664.83

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates for which report pertains.

   [*Customer Name*]: Unique name identifying customer.

   [*Account Number*]: Unique number identifying customer.

   [*Month*]: Abbreviated calendar month for which report data pertains (e.g., November = 'Nov').

   [*Stock #*]: Unique number or code identifying item.

   Total: Total monthly gallon and dollar amount for all fuel types listed.

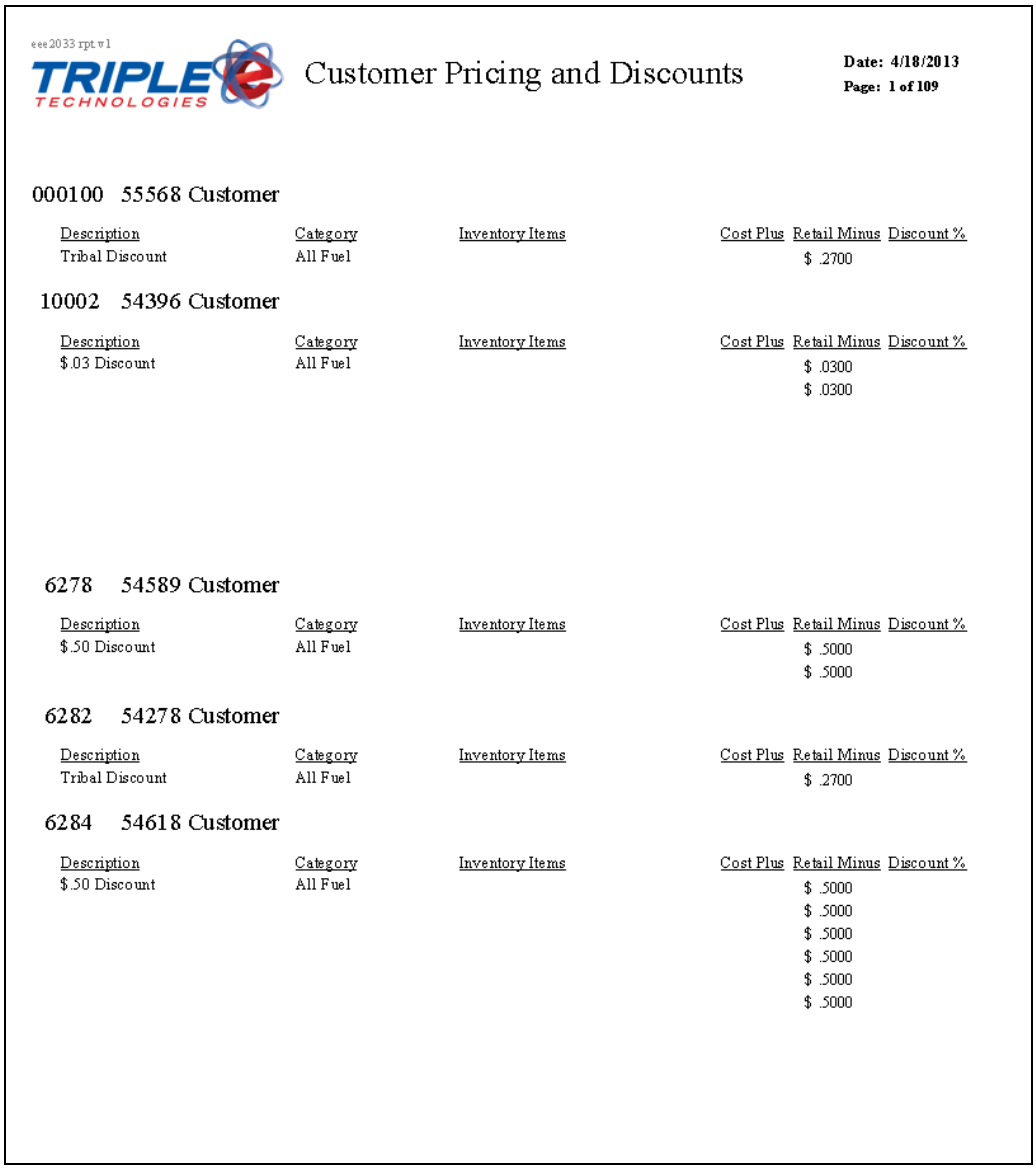
   Total: Total gallon and dollar amount for all months and fuel types listed.

Customer Pricing and Discounts

This report lists discount(s) and pricing basis on which discount amount or percent applied for each customer reported.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Customer Pricing and Discounts

Date: 4/18/2013
Page: 1 of 109

000100 55568 Customer

Description	Category	Inventory Items	Cost Plus	Retail Minus	Discount %
Tribal Discount	All Fuel			$ .2700	

10002 54396 Customer

Description	Category	Inventory Items	Cost Plus	Retail Minus	Discount %
$.03 Discount	All Fuel			$ .0300	
				$ .0300	

6278 54589 Customer

Description	Category	Inventory Items	Cost Plus	Retail Minus	Discount %
$.50 Discount	All Fuel			$ .5000	
				$ .5000	

6282 54278 Customer

Description	Category	Inventory Items	Cost Plus	Retail Minus	Discount %
Tribal Discount	All Fuel			$ .2700	

6284 54618 Customer

Description	Category	Inventory Items	Cost Plus	Retail Minus	Discount %
$.50 Discount	All Fuel			$ .5000	
				$ .5000	
				$ .5000	
				$ .5000	
				$ .5000	
				$ .5000	

2. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   [*Account Number*]: Unique code or number identifying customer.

   [*Customer Name*]: Unique name identifying customer.

   Description: Unique name or brief text identifying discount.

   Category: Item category for which discount applies.

Inventory Items: Inventory item(s) within category only for which discount applies.

Cost Plus: Customer pricing comprises item vendor price + discount amount shown.

Retail Minus: Customer pricing comprises retail price less discount amount shown.

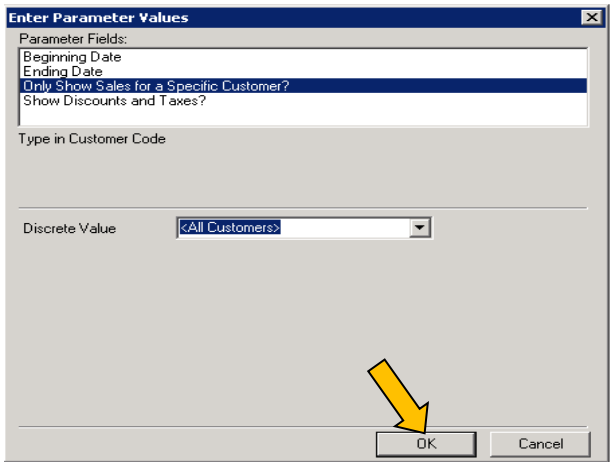
Discount %: Customer pricing comprises retail price less discount percent shown.

Customer Sales Summary

This report provides sales transaction item and amount breakdown and grand total for customer(s) and reporting period specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

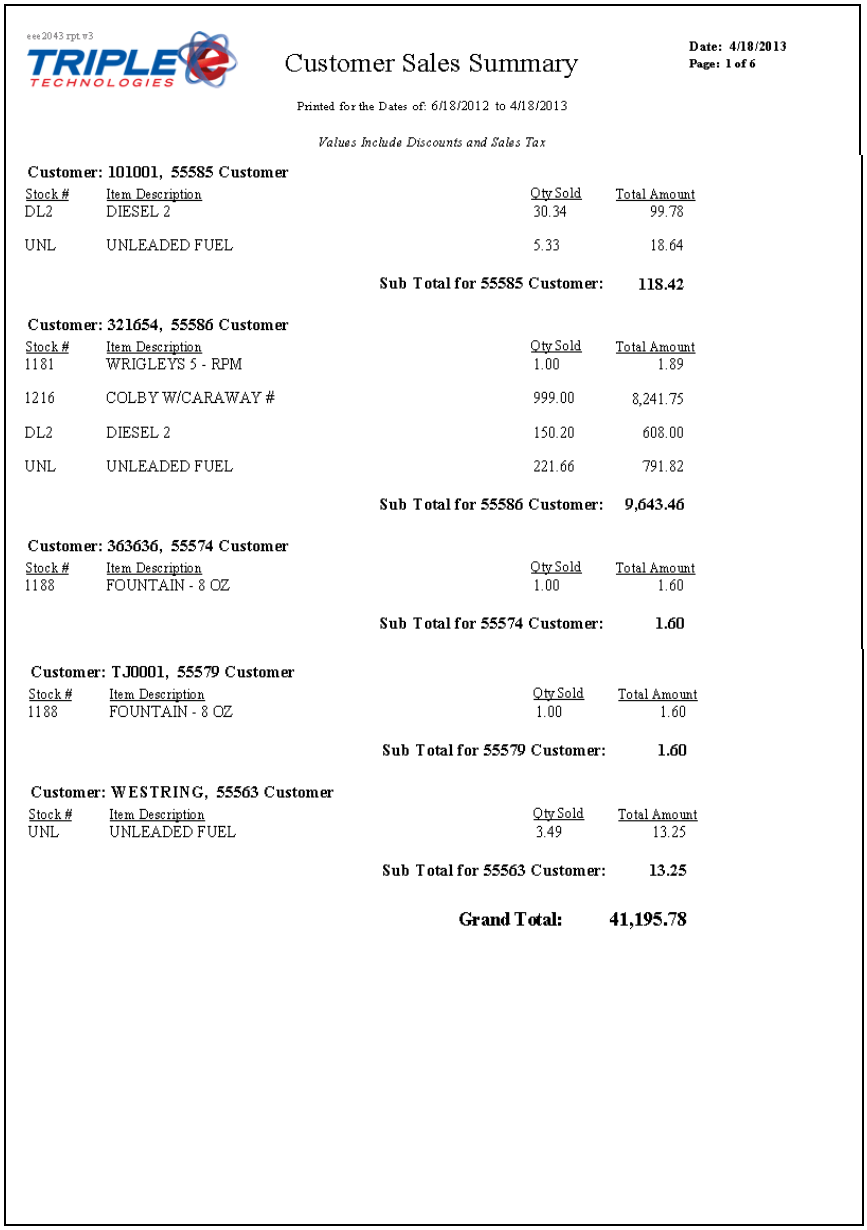
   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

   Only Show Sales for a specific Customer?: Display information either for specific customer or all customers.

   Show Discounts and Taxes?: Include applicable price discounting and taxes in displayed amounts for each customer reported (either 'Yes' or 'No').

3. Click **OK** at screen bottom; report displays:



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TRIPLE TECHNOLOGIES

Customer Sales Summary

Date: 4/18/2013
Page: 1 of 6

Printed for the Dates of: 6/18/2012 to 4/18/2013

Values Include Discounts and Sales Tax

Customer: 101001, 55585 Customer

Stock #	Item Description	Qty Sold	Total Amount
DL2	DIESEL 2	30.34	99.78
UNL	UNLEADED FUEL	5.33	18.64

Sub Total for 55585 Customer: 118.42

Customer: 321654, 55586 Customer

Stock #	Item Description	Qty Sold	Total Amount
1181	WRIGLEYS 5 - RPM	1.00	1.89
1216	COLBY W/CARAWAY #	999.00	8,241.75
DL2	DIESEL 2	150.20	608.00
UNL	UNLEADED FUEL	221.66	791.82

Sub Total for 55586 Customer: 9,643.46

Customer: 363636, 55574 Customer

Stock #	Item Description	Qty Sold	Total Amount
1188	FOUNTAIN - 8 OZ	1.00	1.60

Sub Total for 55574 Customer: 1.60

Customer: TJ0001, 55579 Customer

Stock #	Item Description	Qty Sold	Total Amount
1188	FOUNTAIN - 8 OZ	1.00	1.60

Sub Total for 55579 Customer: 1.60

Customer: WESTRING, 55563 Customer

Stock #	Item Description	Qty Sold	Total Amount
UNL	UNLEADED FUEL	3.49	13.25

Sub Total for 55563 Customer: 13.25

Grand Total: 41,195.78

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., ‘11/10/2013’).

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates for which report pertains.

   [*Account Number*]: Unique code or number identifying customer.

   [*Customer Name*]: Unique name identifying customer.

   Stock #: Unique number or code identifying item.

   Item Description: Unique name or brief text identifying item.

   Qty Sold: Inventory item quantity sold.

Total Amount: Total dollar amount of inventory item/quantity sold (including discount and taxes, if so specified).

Sub Total for [*Customer Name*]: Total dollar amount of all inventory items/quantities sold this customer (including discount and taxes, if so specified).

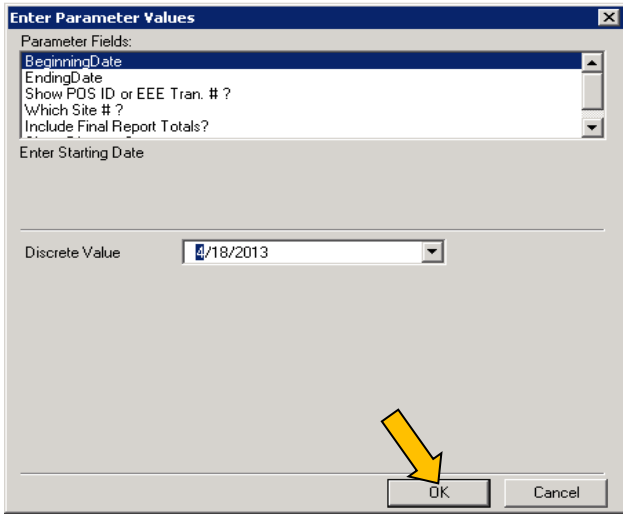
Grand Total: Total dollar amount of all inventory items/quantities sold all customers (including discount and taxes, if so specified).

Daily Card Sales

This report provides detailed payment card transaction activity breakdown by date for reporting period and selection criteria specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.



2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

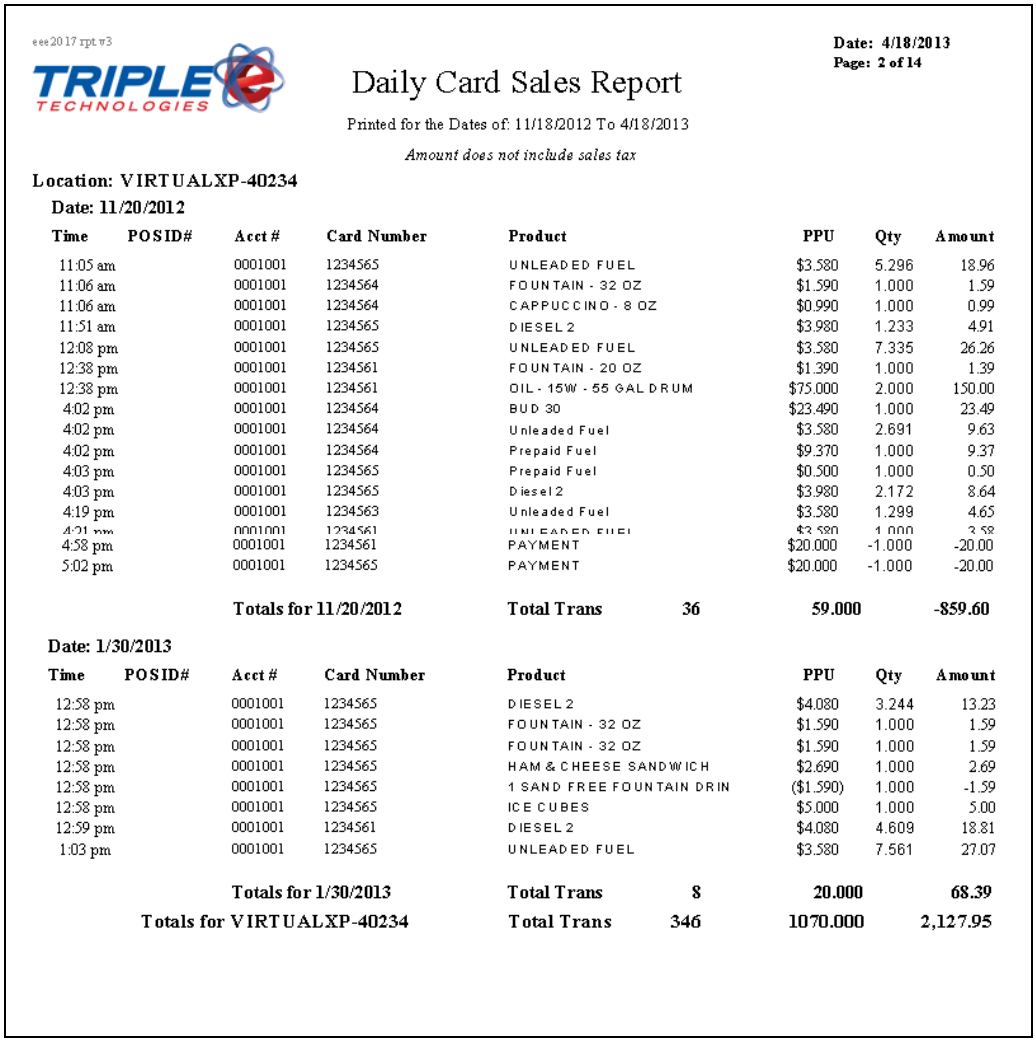
   Show POS ID or EEE Tran #? : Display applicable POS Receipt # when using non-e3tek register.

   Which Site # ?: Display sales transactions either for all sites or specific site only.

   Include Final Report Totals?: Append item counts and dollar totals breakdown for all transactions reported (either 'True' or 'False').

Show Discount?: Display discounted totals for all transactions reported (either 'True' or 'False').

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Date: 4/18/2013
Page: 2 of 14

Daily Card Sales Report

Printed for the Dates of: 11/18/2012 To 4/18/2013

Amount does not include sales tax

Location: VIRTUALXP-40234

Date: 11/20/2012

Time	POSID#	Acct #	Card Number	Product	PPU	Qty	Amount
11:05 am		0001001	1234565	UNLEADED FUEL	$3.580	5.296	18.96
11:06 am		0001001	1234564	FOUNTAIN - 32 OZ	$1.590	1.000	1.59
11:06 am		0001001	1234564	CAPPUCCINO - 8 OZ	$0.990	1.000	0.99
11:51 am		0001001	1234565	DIESEL 2	$3.980	1.233	4.91
12:08 pm		0001001	1234565	UNLEADED FUEL	$3.580	7.335	26.26
12:38 pm		0001001	1234561	FOUNTAIN - 20 OZ	$1.390	1.000	1.39
12:38 pm		0001001	1234561	OIL - 15W - 55 GAL DRUM	$75.000	2.000	150.00
4:02 pm		0001001	1234564	BUD 30	$23.490	1.000	23.49
4:02 pm		0001001	1234564	Unleaded Fuel	$3.580	2.691	9.63
4:02 pm		0001001	1234564	Prepaid Fuel	$9.370	1.000	9.37
4:03 pm		0001001	1234565	Prepaid Fuel	$0.500	1.000	0.50
4:03 pm		0001001	1234565	Diesel 2	$3.980	2.172	8.64
4:19 pm		0001001	1234563	Unleaded Fuel	$3.580	1.299	4.65
4:21 pm		0001001	1234561	UNLEADED FUEL	$3.580	1.000	3.58
4:58 pm		0001001	1234561	PAYMENT	$20.000	-1.000	-20.00
5:02 pm		0001001	1234565	PAYMENT	$20.000	-1.000	-20.00
		Totals for 11/20/2012		**Total Trans** **36**	**59.000**		**-859.60**

Date: 1/30/2013

Time	POSID#	Acct #	Card Number	Product	PPU	Qty	Amount
12:58 pm		0001001	1234565	DIESEL 2	$4.080	3.244	13.23
12:58 pm		0001001	1234565	FOUNTAIN - 32 OZ	$1.590	1.000	1.59
12:58 pm		0001001	1234565	FOUNTAIN - 32 OZ	$1.590	1.000	1.59
12:58 pm		0001001	1234565	HAM & CHEESE SANDWICH	$2.690	1.000	2.69
12:58 pm		0001001	1234565	1 SAND FREE FOUNTAIN DRIN	($1.590)	1.000	-1.59
12:58 pm		0001001	1234565	ICE CUBES	$5.000	1.000	5.00
12:59 pm		0001001	1234561	DIESEL 2	$4.080	4.609	18.81
1:03 pm		0001001	1234565	UNLEADED FUEL	$3.580	7.561	27.07
		Totals for 1/30/2013		**Total Trans** **8**	**20.000**		**68.39**
		Totals for VIRTUALXP-40234		**Total Trans** **346**	**1070.000**		**2,127.95**

4. Review the following:

Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

Page: Report page number **of** total report pages.

Printed for the Dates of: Inclusive dates and times for which report pertains.

Location: Unique name identifying site.

Date: Transaction date in MM/DD/YYYY format (e.g., '10/11/2013').

Time: Transaction time in HH.MM format (e.g., '14:26').

Tran #: Unique number identifying sales transaction.

Acct #: Unique number identifying customer account.

Card Number: Unique number identifying payment card.

Product: Unique name identifying inventory item.

PPU: Item price per unit; item customer cost, per specified unit of measure.

Qty: Item quantity, per specified unit of measure.

Amount: Sale extended amount (**PPU** value x **Qty** value).

Totals for [*MM/DD/YYYY*]: Sales transaction counts and dollar totals for location and date specified.

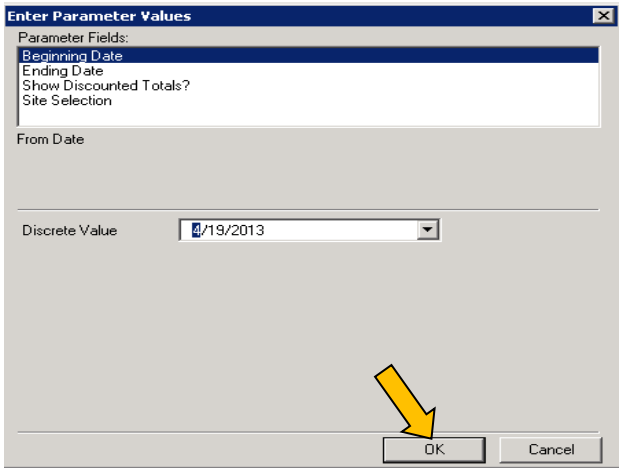
Totals for [*Location*]: Sales transaction counts and dollar totals for location and all dates specified.

Daily Journal

This report provides summary sales transaction activity for all payment methods by date for reporting period and selection criteria specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.



2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

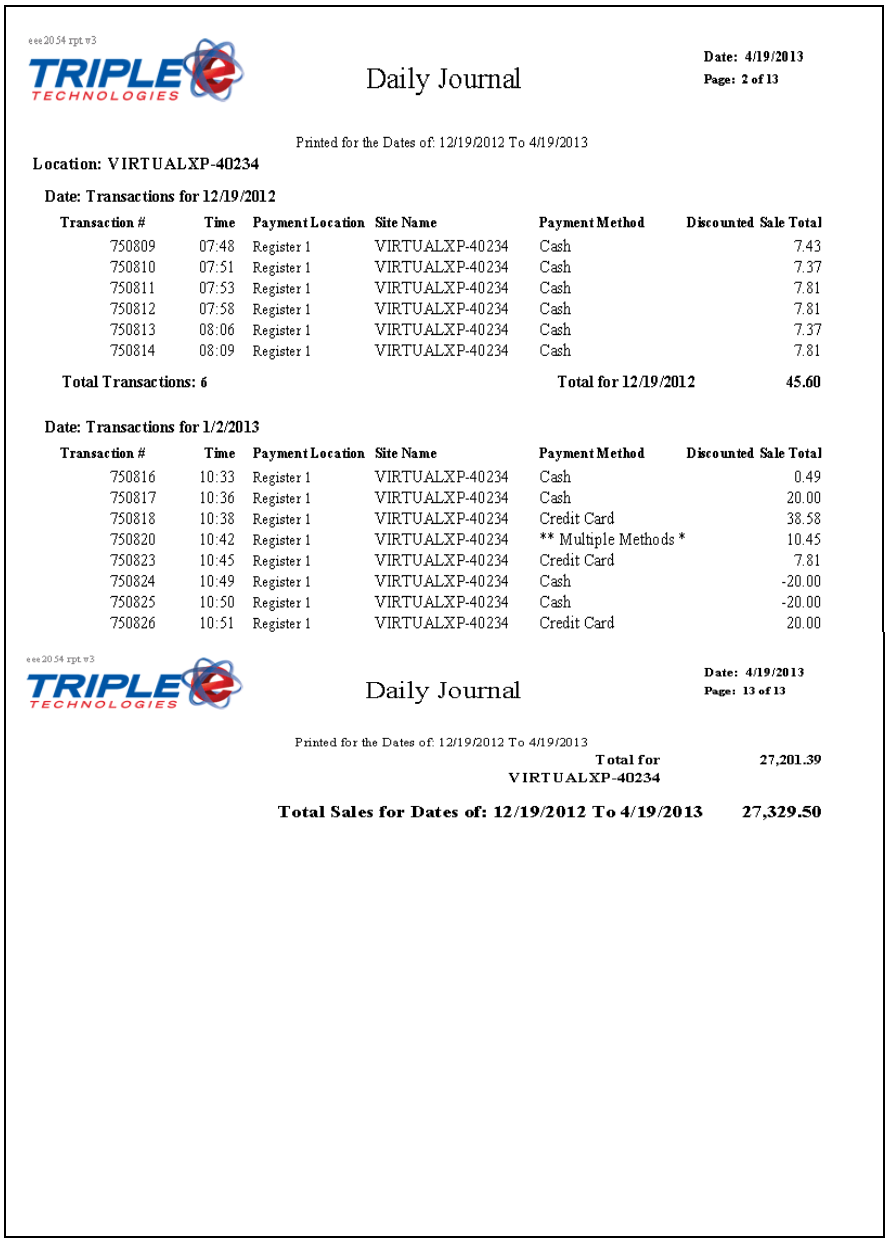
   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

   Show Discounted Totals?: Display discounted totals for all transactions reported (either 'True' or 'False').

   Site Selection: Display sales transactions either for all sites or specific site only.

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Daily Journal

Date: 4/19/2013
Page: 2 of 13

Printed for the Dates of: 12/19/2012 To 4/19/2013

Location: VIRTUALXP-40234

Date: Transactions for 12/19/2012

Transaction #	Time	Payment Location	Site Name	Payment Method	Discounted Sale Total
750809	07:48	Register 1	VIRTUALXP-40234	Cash	7.43
750810	07:51	Register 1	VIRTUALXP-40234	Cash	7.37
750811	07:53	Register 1	VIRTUALXP-40234	Cash	7.81
750812	07:58	Register 1	VIRTUALXP-40234	Cash	7.81
750813	08:06	Register 1	VIRTUALXP-40234	Cash	7.37
750814	08:09	Register 1	VIRTUALXP-40234	Cash	7.81

Total Transactions: 6 Total for 12/19/2012 45.60

Date: Transactions for 1/2/2013

Transaction #	Time	Payment Location	Site Name	Payment Method	Discounted Sale Total
750816	10:33	Register 1	VIRTUALXP-40234	Cash	0.49
750817	10:36	Register 1	VIRTUALXP-40234	Cash	20.00
750818	10:38	Register 1	VIRTUALXP-40234	Credit Card	38.58
750820	10:42	Register 1	VIRTUALXP-40234	** Multiple Methods *	10.45
750823	10:45	Register 1	VIRTUALXP-40234	Credit Card	7.81
750824	10:49	Register 1	VIRTUALXP-40234	Cash	-20.00
750825	10:50	Register 1	VIRTUALXP-40234	Cash	-20.00
750826	10:51	Register 1	VIRTUALXP-40234	Credit Card	20.00

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TRIPLE e TECHNOLOGIES

Daily Journal

Date: 4/19/2013
Page: 13 of 13

Printed for the Dates of: 12/19/2012 To 4/19/2013

Total for VIRTUALXP-40234 27,201.39

Total Sales for Dates of: 12/19/2012 To 4/19/2013 27,329.50

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates and times for which report pertains.

   Location: Unique name identifying site.

   Date: Transactions for [*Date*]: Transaction date in MM/DD/YYYY format (e.g., '10/11/2013').

Transaction #: Unique number identifying sales transaction.

Time: Transaction time in HH.MM format (e.g., ’14:26’).

Payment Location: Location at site that processed transactions (e.g., ‘Register 1’).

Site Name: Unique name identifying site.

Payment Method: Sales transaction payment type.

Sale Total/Discounted Sale Total: Sales transaction extended payment amount (price per unit value x quantity value/ price per unit value x quantity value - discount).

Total Transactions: Total sales transaction count for location and date specified.

Total for [*MM/DD/YYYY*]: Sales transaction dollar totals for location and date specified.

Totals for [*Location*]: Sales transaction dollar total for location and all dates specified.

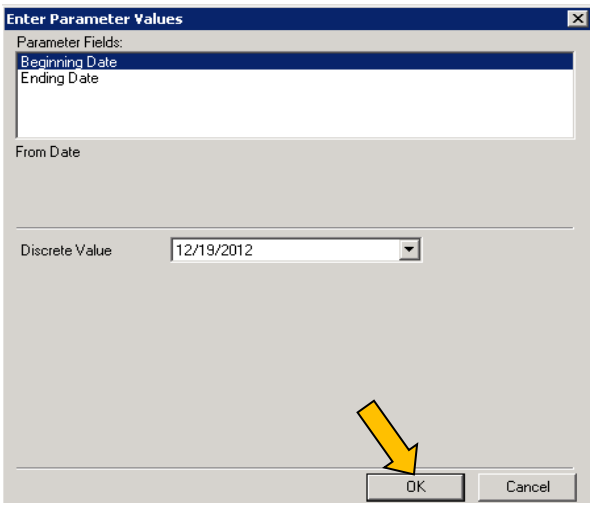
Total Sales for Dates of: [*MM/DD/YYYY to MM/DD/YYYY*]: Sales transaction dollar totals for all locations and inclusive dates specified.

Daily Shift

This report summarizes daily sales transaction activity for reported work shifts and reporting period specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.

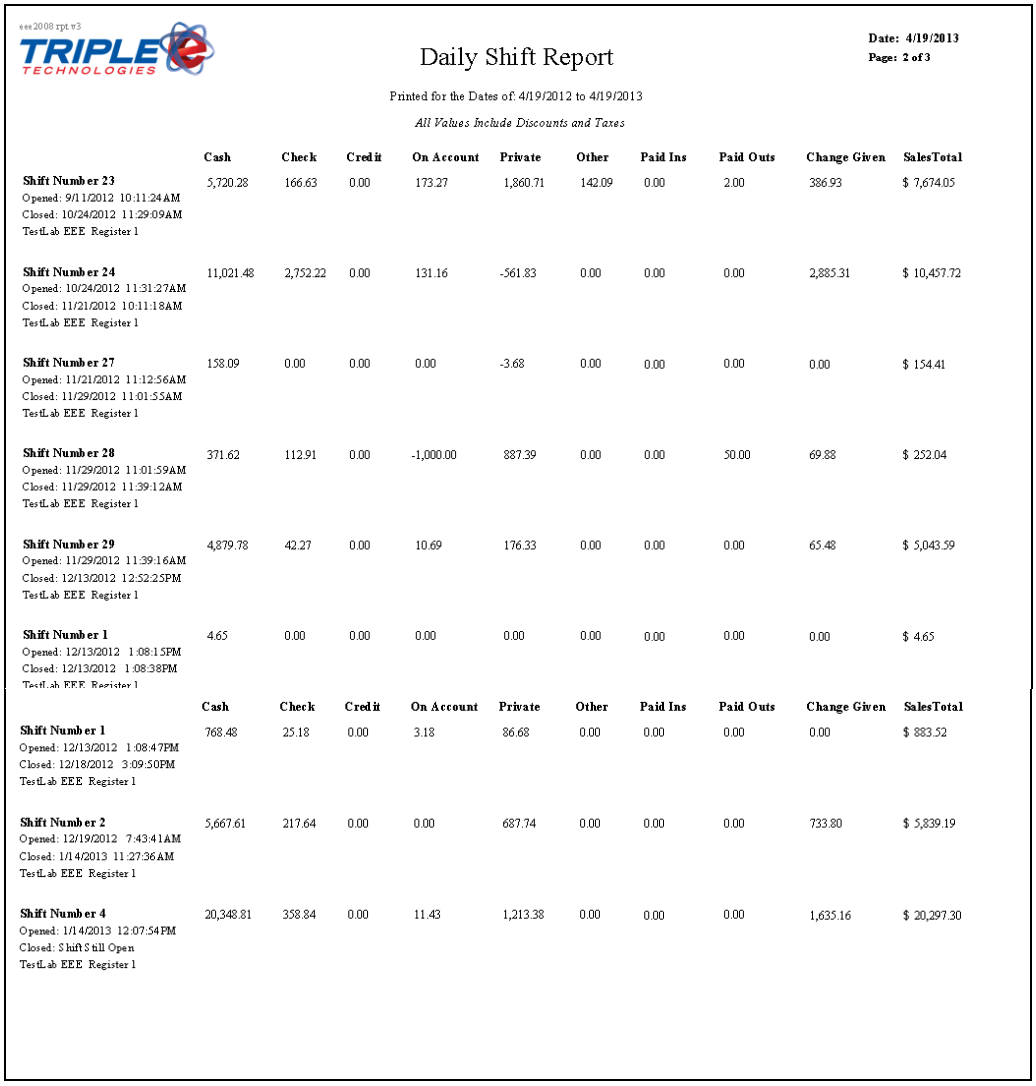


2. As appropriate, select from the following **Parameter Fields** values, and then in turn select corresponding value from **Discrete Value** window:

   Beginning Date and Time: Only include activity *on or after* date and time specified.

   Ending Date and Time: Only include activity *on or before* date and time specified.

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Daily Shift Report

Date: 4/19/2013
Page: 2 of 3

Printed for the Dates of: 4/19/2012 to 4/19/2013

All Values Include Discounts and Taxes

	Cash	Check	Credit	On Account	Private	Other	Paid Ins	Paid Outs	Change Given	SalesTotal
Shift Number 23 Opened: 9/11/2012 10:11:24AM Closed: 10/24/2012 11:29:09AM TestLab EEE Register 1	5,720.28	166.63	0.00	173.27	1,860.71	142.09	0.00	2.00	386.93	$ 7,674.05
Shift Number 24 Opened: 10/24/2012 11:31:27AM Closed: 11/21/2012 10:11:18AM TestLab EEE Register 1	11,021.48	2,752.22	0.00	131.16	-561.83	0.00	0.00	0.00	2,885.31	$ 10,457.72
Shift Number 27 Opened: 11/21/2012 11:12:56AM Closed: 11/29/2012 11:01:55AM TestLab EEE Register 1	158.09	0.00	0.00	0.00	-3.68	0.00	0.00	0.00	0.00	$ 154.41
Shift Number 28 Opened: 11/29/2012 11:01:59AM Closed: 11/29/2012 11:39:12AM TestLab EEE Register 1	371.62	112.91	0.00	-1,000.00	887.39	0.00	0.00	50.00	69.88	$ 252.04
Shift Number 29 Opened: 11/29/2012 11:39:16AM Closed: 12/13/2012 12:52:25PM TestLab EEE Register 1	4,879.78	42.27	0.00	10.69	176.33	0.00	0.00	0.00	65.48	$ 5,043.59
Shift Number 1 Opened: 12/13/2012 1:08:15PM Closed: 12/13/2012 1:08:38PM TestLab EEE Register 1	4.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	$ 4.65

	Cash	Check	Credit	On Account	Private	Other	Paid Ins	Paid Outs	Change Given	SalesTotal
Shift Number 1 Opened: 12/13/2012 1:08:47PM Closed: 12/18/2012 3:09:50PM TestLab EEE Register 1	768.48	25.18	0.00	3.18	86.68	0.00	0.00	0.00	0.00	$ 883.52
Shift Number 2 Opened: 12/19/2012 7:43:41AM Closed: 1/14/2013 11:27:36AM TestLab EEE Register 1	5,667.61	217.64	0.00	0.00	687.74	0.00	0.00	0.00	733.80	$ 5,839.19
Shift Number 4 Opened: 1/14/2013 12:07:54PM Closed: Shift Still Open TestLab EEE Register 1	20,348.81	358.84	0.00	11.43	1,213.38	0.00	0.00	0.00	1,635.16	$ 20,297.30

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates for which report pertains.

   Shift Number *nn*: Unique number identifying work shift.

   Opened: Work shift start date and time, in MM/DD/YYYY HH:MM:SS AM/PM format (e.g., '11/10/2012 11:48:28AM').

   Closed: Work shift end date and time, in MM/DD/YYYY HH:MM:SS AM/PM format (e.g., '12/24/2013 11:50:17PM').

   [*Transaction Location*]: Location at site that processed transactions (e.g., 'Register 1').

   Cash: Cash payment dollar total for shift and reporting period specified.

Check: Check payment dollar total for shift and reporting period specified.

Credit: Credit payment dollar total for shift and reporting period specified.

On Account: On account payment dollar total for shift and reporting period specified.

Private: Private card payment dollar total for shift and reporting period specified.

Other: Total miscellaneous payment dollar total for shift and reporting period specified.

Paid Ins: Paid-in transaction dollar total for shift and reporting period specified.

Paid Outs: Paid-out transaction dollar total for shift and reporting period specified.

Change Given: "Make change" transaction dollar total for shift and reporting period specified.

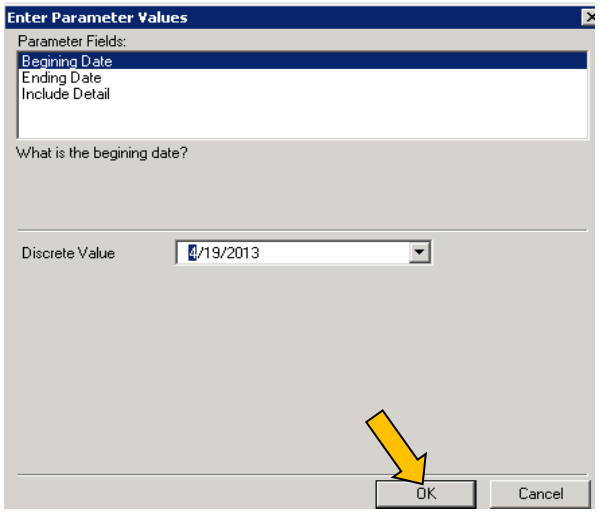
SalesTotal: Sales transaction dollar total less **Change Given** value for shift and reporting period specified.

Discounted Sales

This report shows daily discounted sales transactions for customers and reporting period specified. You have option of selecting either a summary or detail report version (detail version used here for explanation purposes).

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.



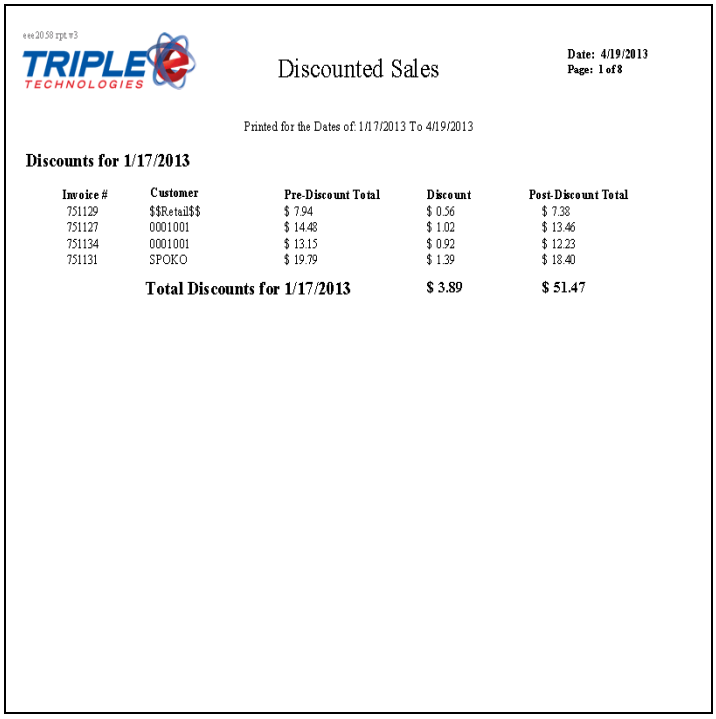
2. As appropriate, select from the following **Parameter Fields** values, and then in turn select corresponding value from **Discrete Value** window:

   Beginning Date and Time: Only include activity *on or after* date and time specified.

   Ending Date and Time: Only include activity *on or before* date and time specified.

   Include Detail: Display detail report version (either 'True' or 'False').

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Discounted Sales

Date: 4/19/2013
Page: 1 of 8

Printed for the Dates of: 1/17/2013 To 4/19/2013

Discounts for 1/17/2013

Invoice #	Customer	Pre-Discount Total	Discount	Post-Discount Total
751129	$$Retail$$	$ 7.94	$ 0.56	$ 7.38
751127	0001001	$ 14.48	$ 1.02	$ 13.46
751134	0001001	$ 13.15	$ 0.92	$ 12.23
751131	SPOKO	$ 19.79	$ 1.39	$ 18.40
	Total Discounts for 1/17/2013		**$ 3.89**	**$ 51.47**

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates for which report pertains.

   Discounts for [*Date*]: Discounted sales date, in MM/DD/YYYY format.

   Invoice #: Unique number identifying invoice.

   Customer: Unique name identifying customer.

   Pre-Discount Total: Sales transaction dollar amount before discount.

   Discount: Sales transaction discount dollar amount.

   Post-Discount Total: Sales transaction dollar amount after discount.

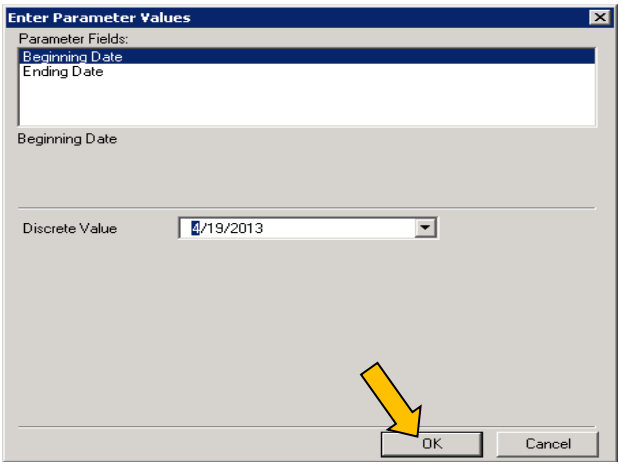
Total Discounts for [*Date*]: Discount dollar total and Post-Discount dollar total for all customers on date specified.

Dispensed Volume by Dispenser and Product

This chart graphically depicts fuel sales in gallons by dispenser and product type for site and reporting period specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.

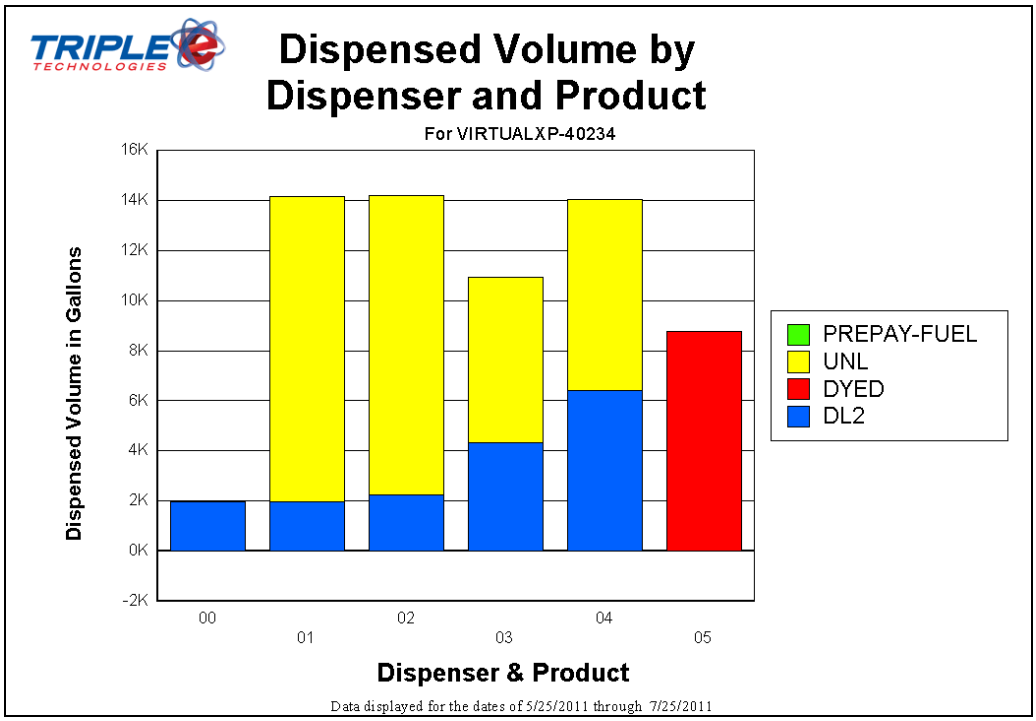


2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

3. Click **OK** at screen bottom; report displays:



4. Review the following:

   For [*Site Name*]: Site for which chart pertains.

   Dispensed Volume in Gallons: Total gallons dispensed for reporting period specified.

   Dispenser & Product: Gallons dispensed for reporting period by Dispenser ID and product.

   [Color Legend]: Color scheme for charted products.

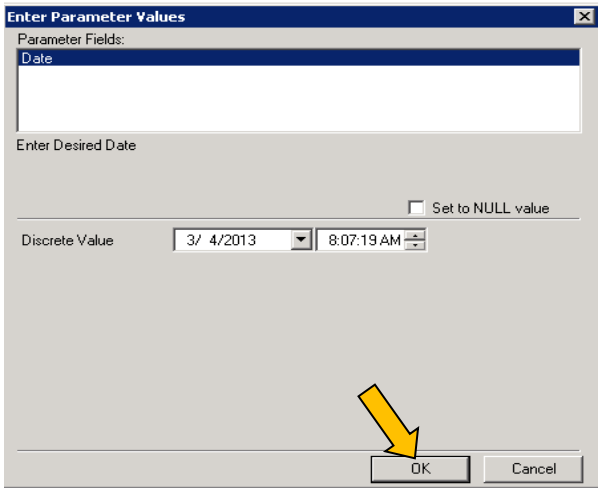
   Data displayed for the Dates of: Inclusive dates for which report pertains.

Dispenser Totals

This report shows total gallons dispensed per dispenser and product for date and site specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:

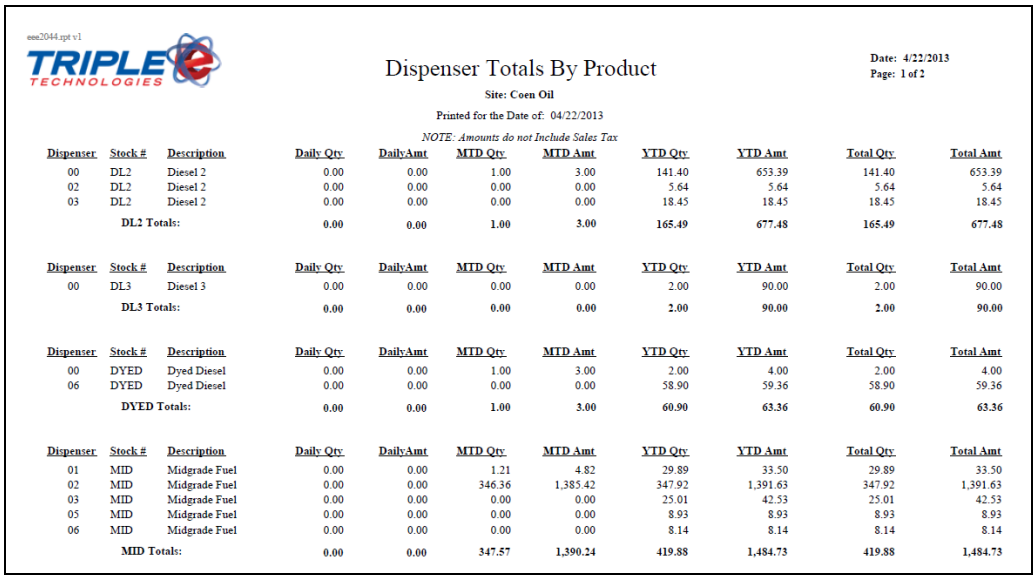


2. Specify the following **Parameter Fields** value by selecting corresponding date and time values from **Discrete Value** window:

   [*Date*]: Only include activity for date specified.

   [*Time*]: Only include activity *at or before* time on date specified.

3. Click **OK** at screen bottom; report displays:



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TRIPLE E TECHNOLOGIES

Dispenser Totals By Product

Site: Coen Oil

Printed for the Date of: 04/22/2013

NOTE: Amounts do not Include Sales Tax

Date: 4/22/2013
Page: 1 of 2

Dispenser	Stock #	Description	Daily Qty	DailyAmt	MTD Qty	MTD Amt	YTD Qty	YTD Amt	Total Qty	Total Amt
00	DL2	Diesel 2	0.00	0.00	1.00	3.00	141.40	653.39	141.40	653.39
02	DL2	Diesel 2	0.00	0.00	0.00	0.00	5.64	5.64	5.64	5.64
03	DL2	Diesel 2	0.00	0.00	0.00	0.00	18.45	18.45	18.45	18.45
	DL2 Totals:		**0.00**	**0.00**	**1.00**	**3.00**	**165.49**	**677.48**	**165.49**	**677.48**

Dispenser	Stock #	Description	Daily Qty	DailyAmt	MTD Qty	MTD Amt	YTD Qty	YTD Amt	Total Qty	Total Amt
00	DL3	Diesel 3	0.00	0.00	0.00	0.00	2.00	90.00	2.00	90.00
	DL3 Totals:		**0.00**	**0.00**	**0.00**	**0.00**	**2.00**	**90.00**	**2.00**	**90.00**

Dispenser	Stock #	Description	Daily Qty	DailyAmt	MTD Qty	MTD Amt	YTD Qty	YTD Amt	Total Qty	Total Amt
00	DYED	Dyed Diesel	0.00	0.00	1.00	3.00	2.00	4.00	2.00	4.00
06	DYED	Dyed Diesel	0.00	0.00	0.00	0.00	58.90	59.36	58.90	59.36
	DYED Totals:		**0.00**	**0.00**	**1.00**	**3.00**	**60.90**	**63.36**	**60.90**	**63.36**

Dispenser	Stock #	Description	Daily Qty	DailyAmt	MTD Qty	MTD Amt	YTD Qty	YTD Amt	Total Qty	Total Amt
01	MID	Midgrade Fuel	0.00	0.00	1.21	4.82	29.89	33.50	29.89	33.50
02	MID	Midgrade Fuel	0.00	0.00	346.36	1,385.42	347.92	1,391.63	347.92	1,391.63
03	MID	Midgrade Fuel	0.00	0.00	0.00	0.00	25.01	42.53	25.01	42.53
05	MID	Midgrade Fuel	0.00	0.00	0.00	0.00	8.93	8.93	8.93	8.93
06	MID	Midgrade Fuel	0.00	0.00	0.00	0.00	8.14	8.14	8.14	8.14
	MID Totals:		**0.00**	**0.00**	**347.57**	**1,390.24**	**419.88**	**1,484.73**	**419.88**	**1,484.73**

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Site: Unique name identifying site.

   Printed for the Date of: Date for which report pertains.

   Dispenser: Unique number identifying dispenser.

Stock #: Unique number or code identifying item.

Description: Unique name or brief text identifying item.

Daily Qty: Product quantity dispensed in gallons on report date, as of time specified.

DailyAmt: Product dollar total sales on report date, as of time specified.

MTD Qty: Month-to-date product quantity dispensed in gallons, as of report date and time.

MTDAmt: Month-to-date product dollar total sales, as of report date and time.

YTD Qty: Year-to-date product quantity dispensed in gallons, as of report date and time.

YTDAmt: Year-to-date product dollar total sales, as of report date and time.

Total Qty: Year-to-date product quantity dispensed in gallons, as of report date and time.

Total Amt: Year-to-date product dollar total sales, as of report date and time.

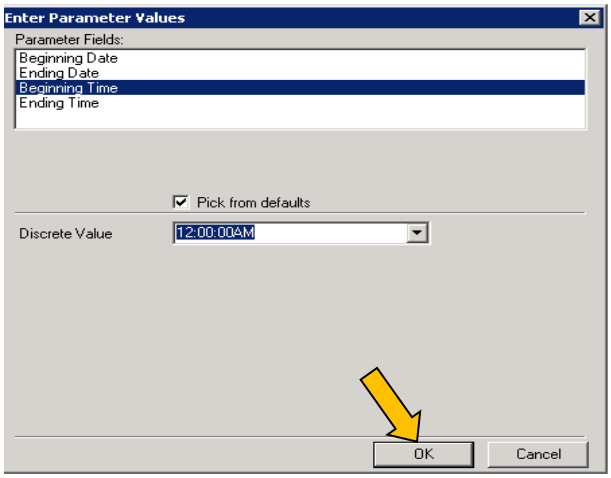
[*Product Name*] Totals: Product quantity and dollar sales totals for all site dispensers and displayed reporting categories, as of report date and time.

Dyed Diesel Sales by Customer

This report details daily dyed diesel sales activity per customer for site and date range specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



2. Specify the following **Parameter Fields** value by selecting corresponding date and time values from **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

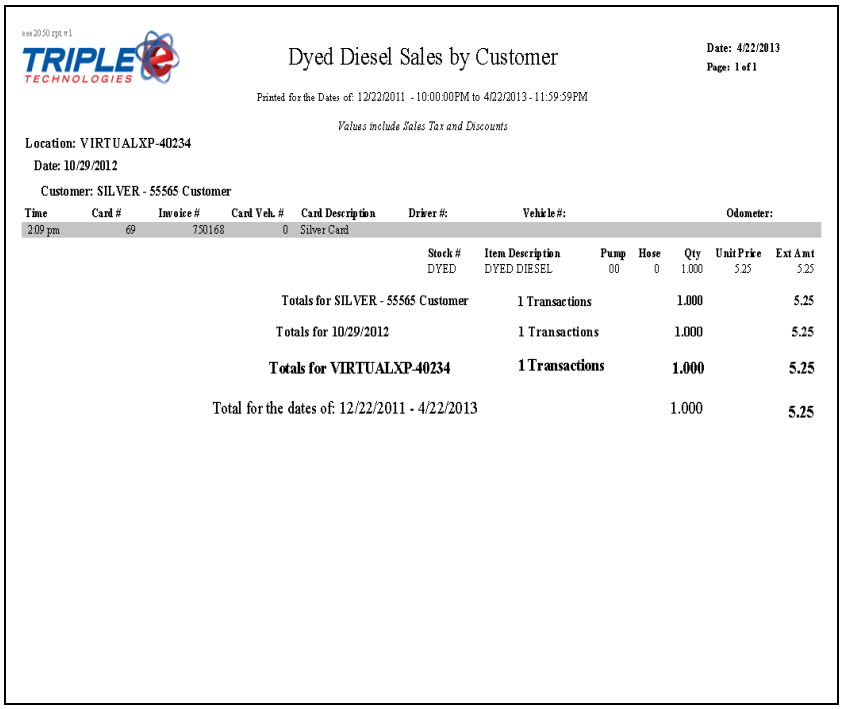
   Ending Date: Only include activity *on or before* date specified.

   Pick from defaults: In lieu of selection, accept default for **Beginning Time** and/or **Ending Time** values.

   Beginning Time: Only include activity *on or after* time specified.

   Ending Time: Only include activity *on or before* time specified.

3. Click **OK** at screen bottom; report displays:


Dyed Diesel Sales by Customer

Date: 4/22/2013
Page: 1 of 1

Printed for the Dates of: 12/22/2011 - 10:00:00PM to 4/22/2013 - 11:59:59PM

Values include Sales Tax and Discounts

Location: VIRTUALXP-40234

Date: 10/29/2012

Customer: SILVER - 55565 Customer

Time	Card #	Invoice #	Card Veh. #	Card Description	Driver #:	Vehicle #:	Odometer:
2:09 pm	69	750168	0	Silver Card			

Stock #	Item Description	Pump	Hose	Qty	Unit Price	Ext Amt
DYED	DYED DIESEL	00	0	1.000	5.25	5.25

Totals for SILVER - 55565 Customer	1 Transactions	1.000	5.25
Totals for 10/29/2012	1 Transactions	1.000	5.25
Totals for VIRTUALXP-40234	**1 Transactions**	**1.000**	**5.25**
Total for the dates of: 12/22/2011 - 4/22/2013		1.000	**5.25**

4. Review the following:

Date: Report date, in MM/DD/YYYY format (e.g., '11/10/2013').

Page: Report page number **of** total report pages.

Printed for the Dates of: Inclusive dates and times for which report pertains.

Location: Unique name identifying site.

Date: Sales transaction date, in MM/DD/YYYY format.

Customer: - : Unique name identifying customer.

Time: Transaction time in HH.MM format (e.g., '14:26').

Card #: Unique number identifying customer.

Invoice: Unique number identifying invoice on which transaction billed.

Card Veh. #: Unique number identifying driver vehicle.

Card Description: Name identifying payment card type (e.g., 'Visa', 'Discover', etc.).

Driver #: Unique name or number identifying vehicle driver.

Vehicle #: Vehicle identification number (VIN).

Odometer: Vehicle odometer reading in whole miles.

Stock #: Unique number or code identifying item.

Item Description: Unique name or brief text identifying item.

Pump: Unique number identifying fuel dispensing station.

Hose: Unique number identifying fuel dispensing station hose.

Qty: Item quantity, per specified unit of measure.

Unit Price: Item price per unit; item customer cost, per specified unit of measure.

Ext Amt: Sale extended amount (**Qty** value x **Unit Price** value).

Totals for [*Customer*]: Transaction totals for customer specified.

Totals for [*Date*]: Transaction totals for date specified.

Totals for [*Site*]: Transaction totals for site specified.

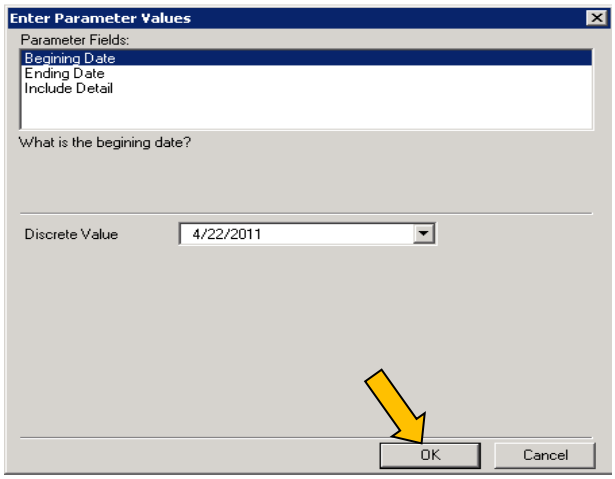
Total for the dates of: [*MM/DD/YYYY – MM/DD/YYYY*: Transaction totals for reporting period specified.

Employee Charges

At your option, this report provides either summary or detail daily charge activity for employees and date range specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



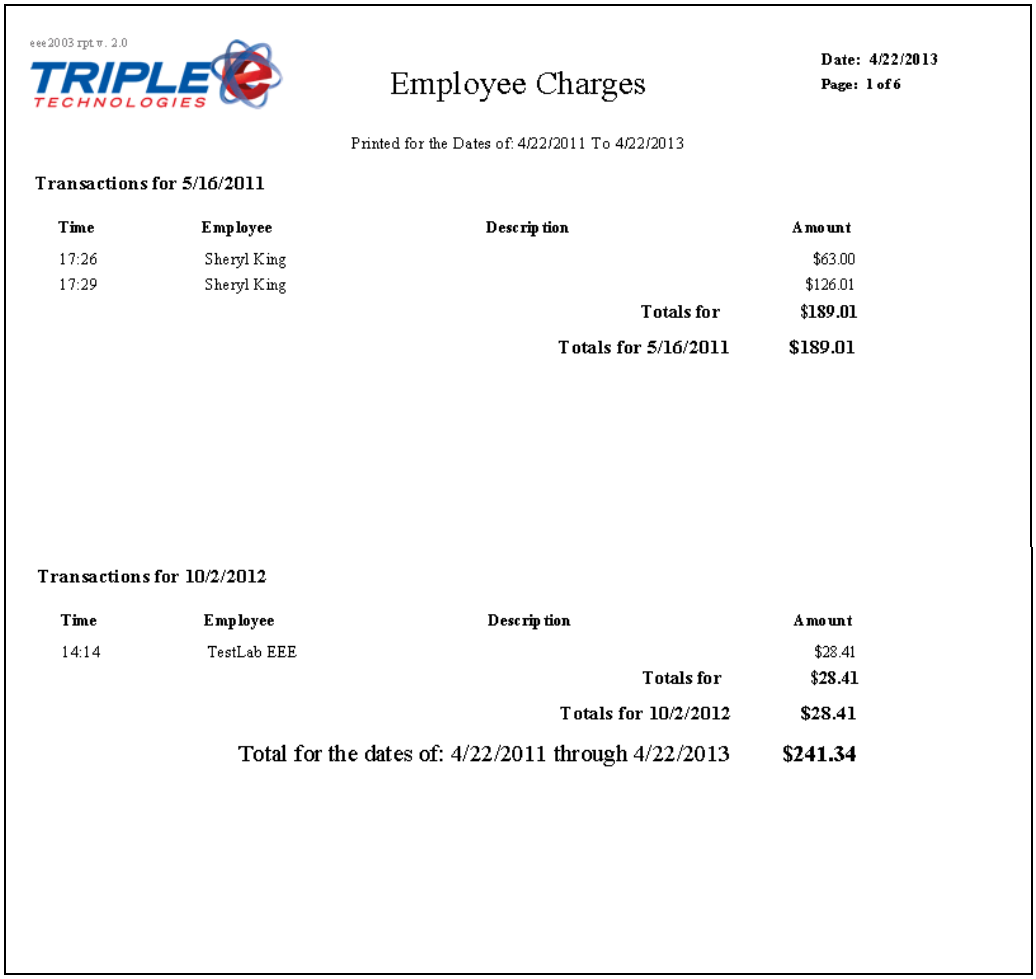
2. Specify the following **Parameter Fields** value by selecting corresponding date and time values from **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

   Include Detail: Display transaction details for each employee; either 'True' or 'false').

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Employee Charges

Date: 4/22/2013
Page: 1 of 6

Printed for the Dates of: 4/22/2011 To 4/22/2013

Transactions for 5/16/2011

Time	Employee	Description	Amount
17:26	Sheryl King		$63.00
17:29	Sheryl King		$126.01
		Totals for	**$189.01**
		Totals for 5/16/2011	**$189.01**

Transactions for 10/2/2012

Time	Employee	Description	Amount
14:14	TestLab EEE		$28.41
		Totals for	**$28.41**
		Totals for 10/2/2012	**$28.41**
		Total for the dates of: 4/22/2011 through 4/22/2013	**$241.34**

4. Review the following:

   Date: Report date, in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates for which report pertains.

   Transactions for [*Date*]: Transaction date, in MM/DD/YYYY format.

   Time: Transaction time in HH.MM format (e.g., '14:26').

   Employee: Unique name identifying employee.

   Description: Unique name or brief text identifying item.

   Amount: Transaction total for employee specified.

   Totals for*:* Total of all transactions for employee specified.

   Totals for [*Date*]: Total of all transactions for all employees for date specified.

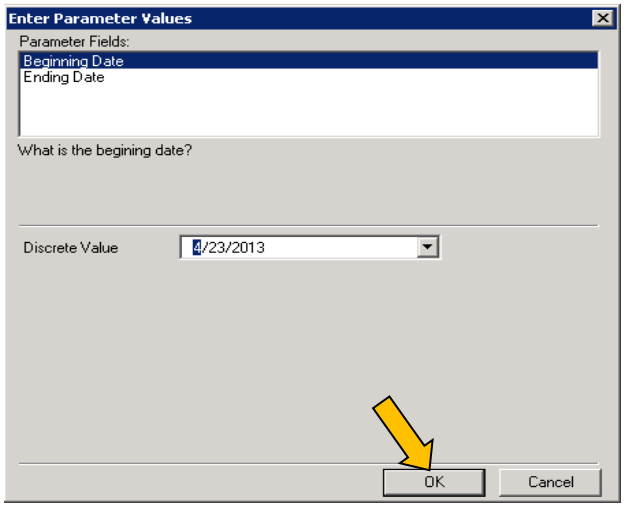
   **Total for the dates of: [*MM/DD/YYYY through MM/DD/YYYY*: Total employee charges for reporting period specified.

FET/SET Exemptions

This report provides detail of fuel product purchases and exempted federal and state excise tax totals for customers and date range specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:

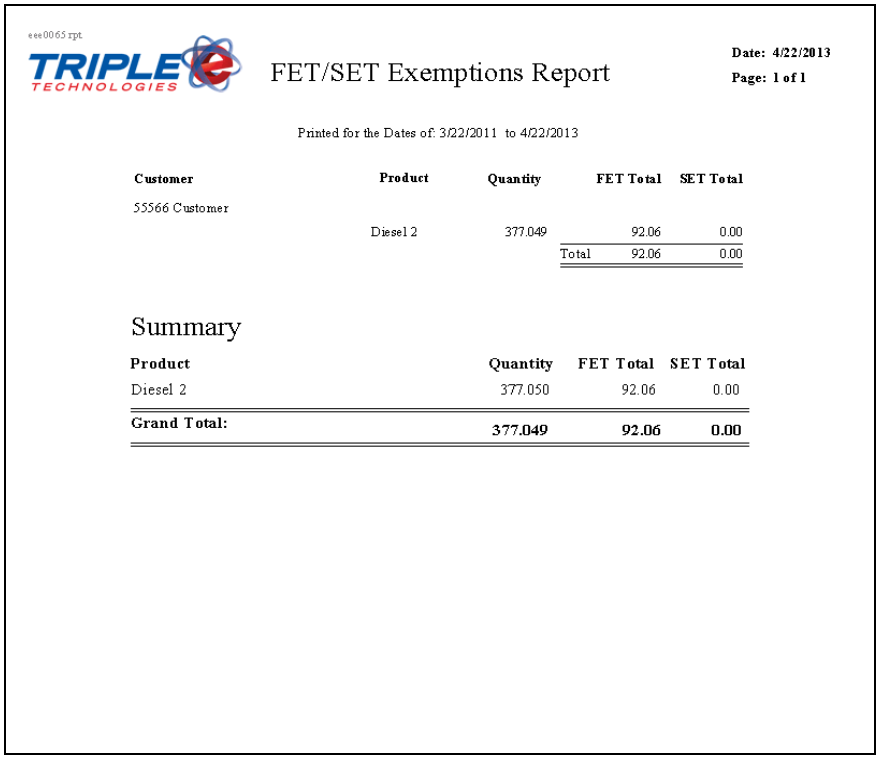


2. Specify the following **Parameter Fields** value by selecting corresponding values from **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

FET/SET Exemptions Report

Date: 4/22/2013
Page: 1 of 1

Printed for the Dates of: 3/22/2011 to 4/22/2013

Customer	Product	Quantity	FET Total	SET Total
55566 Customer				
	Diesel 2	377.049	92.06	0.00
		Total	92.06	0.00

Summary

Product	Quantity	FET Total	SET Total
Diesel 2	377.050	92.06	0.00
Grand Total:	**377.049**	**92.06**	**0.00**

4. Review the following:

   Date: Report date, in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates for which report pertains.

   Customer: Unique name identifying customer.

   Product: Unique name or brief text identifying item.

   Quantity: Exempted product gallon amount purchased by customer reported.

   FET Total: Total product Federal Excise Tax for which reported customer exempted.

   SET Total: Total product State Excise Tax for which reported customer exempted.

   Summary

   Product: Unique name or brief text identifying item.

   Quantity: Total exempted product gallon amount purchased by all customers reported.

   FET Total: Total product Federal Excise Tax for which all reported customers exempted.

SET Total: Total product State Excise Tax for which all reported customers exempted.

Grand Total:

Quantity: Total exempted gallon amount purchased of all products by all customers reported.

FET Total: Total Federal Excise Tax exempted for all products by all customers reported.

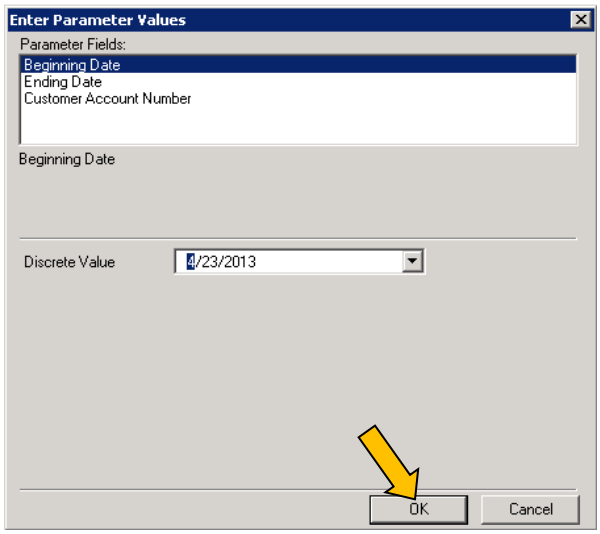
SET Total: Total product State Excise Tax exempted for all products by all customers reported.

Finance Charges

This report provides summary of finance charge information for customer(s) and date range specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



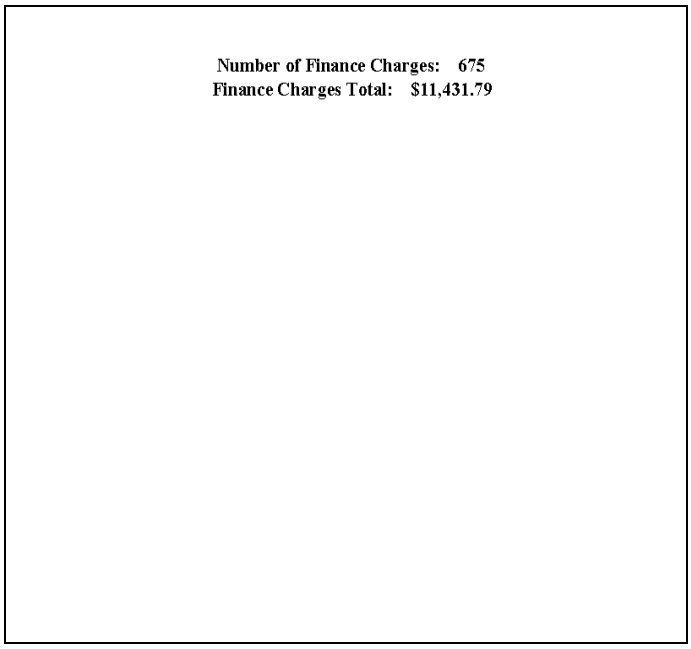
2. Specify the following **Parameter Fields** value by selecting corresponding values from **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

   Customer Number: Include activity for either all customers or specific customer number specified; default is **All Customers**.

3. Click **OK** at screen bottom; report displays:



4. Review the following:

   Number of Finance Charges: Number of times finance charges applied to customer account(s) for date range specified..

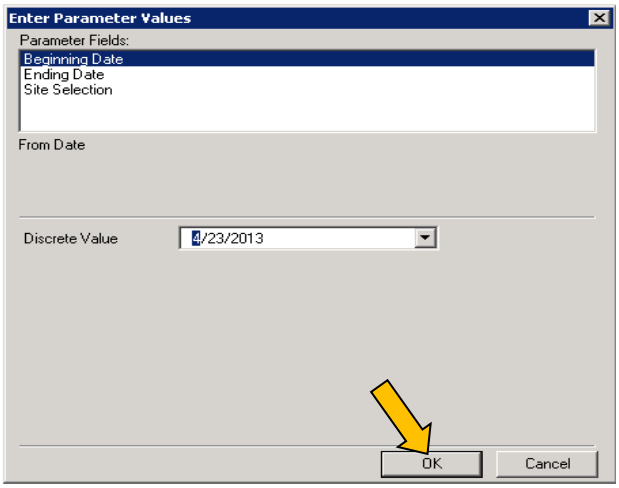
   Finance Charges Total: Total finance charges applied to customer account(s) for date range specified.

Fuel Sales by Date and POS

This report provides detailed, daily fuel sales history for site(s) and reporting period specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

   Site Selection: Display sales transactions for either all sites or specific site only; default is **All Sites**.

3. Click **OK** at screen bottom; report displays:

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TRIPLE e TECHNOLOGIES

Fuel Sales by Date and POS

Date: 4/23/2013
Page: 9 of 15

Printed for the Dates of: 2/23/2011 To 5/23/2011

Amounts Do Not Include Sales Tax or Discounts

VIRTUALXP-40234

Transactions for: May 20, 2011

Sales for Register 1

Time	Trans #	Description	PPU	Qty	Amount
3:57 pm	721535	UNLEADED FUEL	3.959	19.443	76.97
4:01 pm	721538	UNLEADED FUEL	3.959	28.774	113.92
4:41 pm	721552	Unleaded Fuel	3.959	3.934	15.57
4:41 pm	721554	Unleaded Fuel	3.959	3.644	14.43
4:41 pm	721555	Unleaded Fuel	3.959	3.610	14.29
4:42 pm	721556	Unleaded Fuel	3.959	18.166	71.92
4:44 pm	721557	Unleaded Fuel	3.959	2.829	11.20
4:56 pm	721566	Unleaded Fuel	3.959	12.197	48.29
4:56 pm	721567	UNLEADED FUEL	3.959	15.374	60.87
4:58 pm	721568	UNLEADED FUEL	3.959	6.094	24.13
5:16 pm	721578	DIESEL 2	4.049	19.757	80.00
5:17 pm	721580	DIESEL 2	4.049	16.702	67.63
5:36 pm	721585	DYED DIESEL	3.709	15.153	56.20
5:41 pm	721588	UNLEADED FUEL	3.959	12.633	50.01
5:59 pm	721597	UNLEADED FUEL	3.959	23.749	94.02
6:06 pm	721601	Unleaded Fuel	3.959	1.999	7.91
6:13 pm	721603	Unleaded Fuel	3.959	23.513	93.09
8:33 pm	721604	Diesel 2	4.049	10.278	41.62
8:42 pm	721605	Unleaded Fuel	3.959	10.043	39.76
8:52 pm	721606	Unleaded Fuel	3.959	5.416	21.44
	Total for Pay at the Pump	**70 Transactions**		**1,124.410**	**4,433.10**
	Total for: May 20, 2011	**70 Transactions**		**1,124.410**	**4,433.10**

VIRTUALXP-40234

Transactions for: May 23, 2011

Sales for Pay at the Pump

Time	Trans #	Description	PPU	Qty	Amount
5:25 pm	722014	Unleaded Fuel	3.959	26.016	103.00
5:39 pm	722019	UNLEADED FUEL	3.959	6.928	27.43
5:53 pm	722023	DIESEL 2	4.049	25.841	104.63
5:54 pm	722025	UNLEADED FUEL	3.959	13.546	53.63
6:09 pm	722027	Diesel 2	4.049	20.269	82.07
6:21 pm	722028	Unleaded Fuel	3.959	5.051	20.00
9:20 pm	722029	Unleaded Fuel	3.959	18.496	73.23
9:32 pm	722030	Unleaded Fuel	3.959	17.718	70.15
10:21 pm	722031	Unleaded Fuel	3.959	5.053	20.00
	Total for Pay at the Pump	**59 Transactions**		**1,226.579**	**4,808.28**
	Total for: May 23, 2011	**59 Transactions**		**1,226.579**	**4,808.28**
	Total for dates 2/23/2011 to 5/23/2011	**456 Transactions**		**8,383.764**	**32,991.87**

5. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates for which report pertains.

   [*Site*]: Unique name identifying site.

Transactions for [*Date*]: Transaction date in MM/DD/YYYY format (e.g., '10/11/2013').

Sales For [*POS Location at Site*]: Location within site where transactions processed (e.g., 'Register 1', 'Pay at the Pump', etc.).

Time: Transaction time in HH.MM am/pm format (e.g., '11:26 am').

Trans #: Unique number identifying transaction.

Description: Unique name or brief narrative identifying item.

PPU: Price Per Unit; Item cost, per specified unit of measure.

Qty: Item quantity, per specified unit of measure.

Amount: Sale extended amount (**PPU** value x **Qty** value).

Totals for [*POS Location at Site*]: **Transactions**, **Qty** and **Amount** totals for named POS location within site for transaction date specified.

Totals for [*Date*]: **Transactions**, **Qty** and **Amount** totals for all POS locations within site for transaction date specified.

Totals for Dates [*MM/DD/YYYY to MM/DD/YYYY*]: **Transactions**, **Qty** and **Amount** totals for all POS locations within site for date range specified.

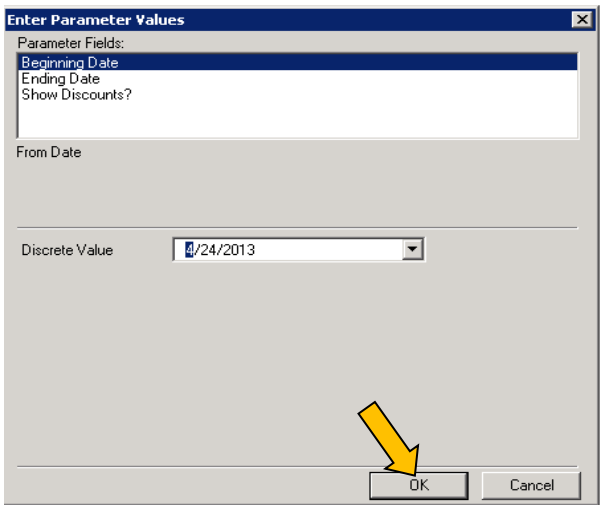
Total Sales for Dates of: [*MM/DD/YYYY to MM/DD/YYYY*]: Sales transaction dollar totals for all locations and inclusive dates specified.

Fuel Sales by Dispenser & Product

This report shows total fuel sales per dispenser and product for date and site specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



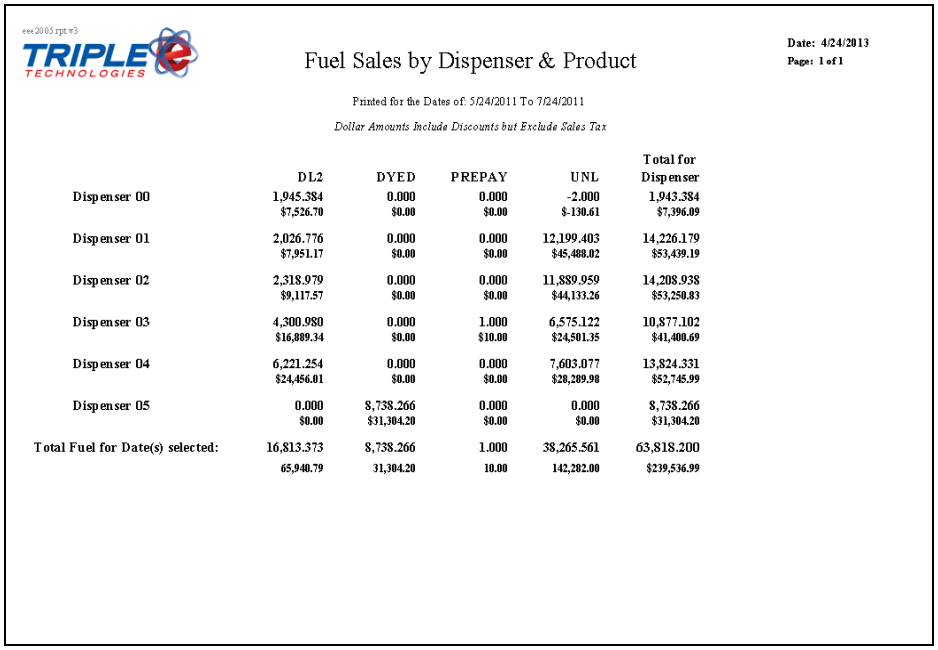
2. Specify the following **Parameter Fields** value by selecting corresponding date and time values from **Discrete Value** window:

   [*Date*]: Only include activity for date specified.

   [*Time*]: Only include activity *at or before* time on date specified.

   Show Discounts?: Display discounted sales totals (either 'Yes' or 'No').

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Fuel Sales by Dispenser & Product

Date: 4/24/2013
Page: 1 of 1

Printed for the Dates of: 5/24/2011 To 7/24/2011

Dollar Amounts Include Discounts but Exclude Sales Tax

	DL2	DYED	PREPAY	UNL	Total for Dispenser
Dispenser 00	1,945.384 $7,526.70	0.000 $0.00	0.000 $0.00	-2.000 $-130.61	1,943.384 $7,396.09
Dispenser 01	2,026.776 $7,951.17	0.000 $0.00	0.000 $0.00	12,199.403 $45,488.02	14,226.179 $53,439.19
Dispenser 02	2,318.979 $9,117.57	0.000 $0.00	0.000 $0.00	11,889.959 $44,133.26	14,208.938 $53,250.83
Dispenser 03	4,300.980 $16,889.34	0.000 $0.00	1.000 $10.00	6,575.122 $24,501.35	10,877.102 $41,400.69
Dispenser 04	6,221.254 $24,456.01	0.000 $0.00	0.000 $0.00	7,603.077 $28,289.98	13,824.331 $52,745.99
Dispenser 05	0.000 $0.00	8,738.266 $31,304.20	0.000 $0.00	0.000 $0.00	8,738.266 $31,304.20
Total Fuel for Date(s) selected:	16,813.373 65,940.79	8,738.266 31,304.20	1.000 10.00	38,265.561 142,282.00	63,818.200 $239,536.99

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Date range for which report pertains.

Dispenser [*nn*]: Unique number identifying dispenser.

[*Product Name*]: Unique name identifying item dispensed (e.g., 'DL2').

[*Dispensed Volume*]: Total quantity in gallons (e.g., '1,945.384') of item dispensed.

[*Sales Volume*]: Total dollar sales of item dispensed (e.g., '$7,526.70').

Total for Dispenser: Dispenser total gallons and dollar sales of all items dispensed.

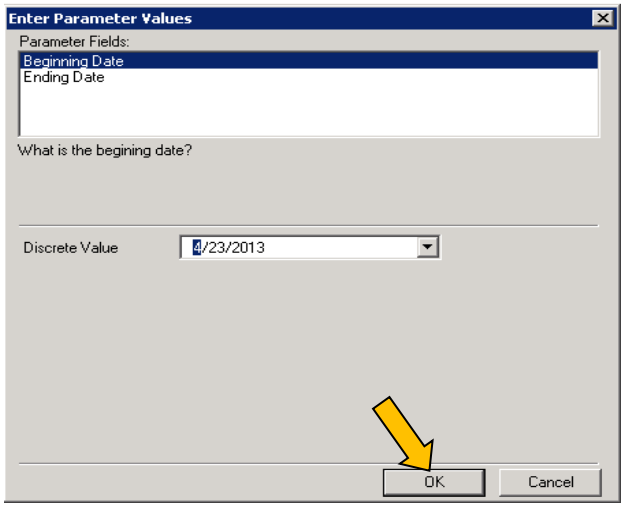
Total Fuel for Date(s) selected: Total gallons and dollar sales of all items dispensed from each site dispenser, and total gallons and dollar sales of all items dispensed from all site dispensers.

Fuel Sales Volume by Dispenser

This chart graphically depicts fuel sales in gallons by dispenser for all product types for site and reporting period specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:

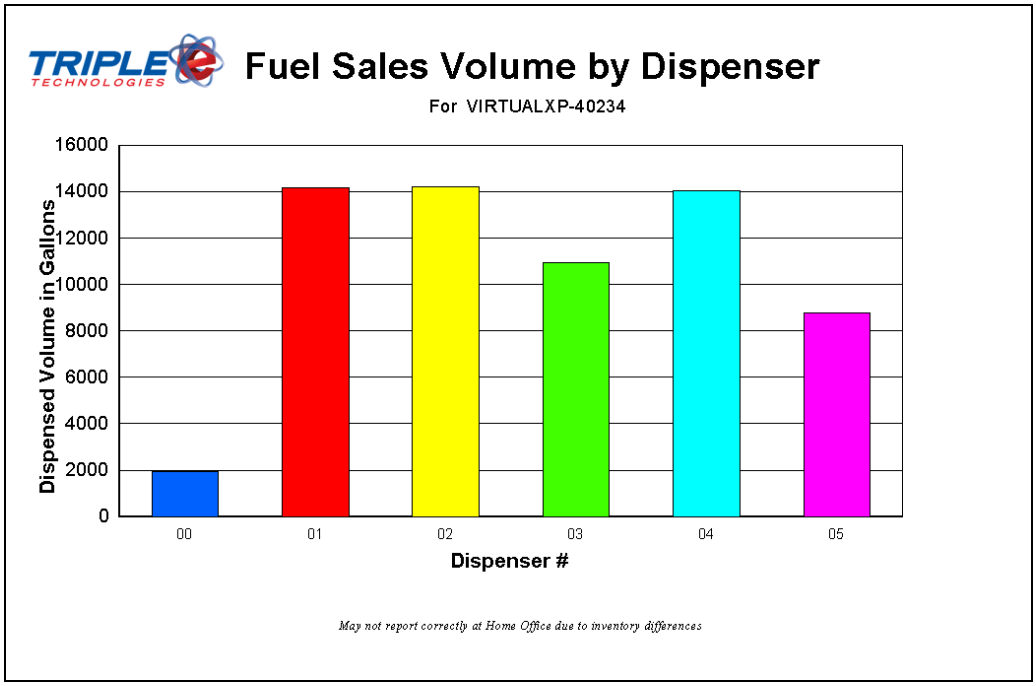


2. Specify the following **Parameter Fields** value by selecting corresponding values from **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

3. Click **OK** at screen bottom; report displays:



4. Review the following:

   For [*Site Name]*: Site for which chart pertains.

   Dispensed Volume in Gallons: Total gallons dispensed for reporting period specified.

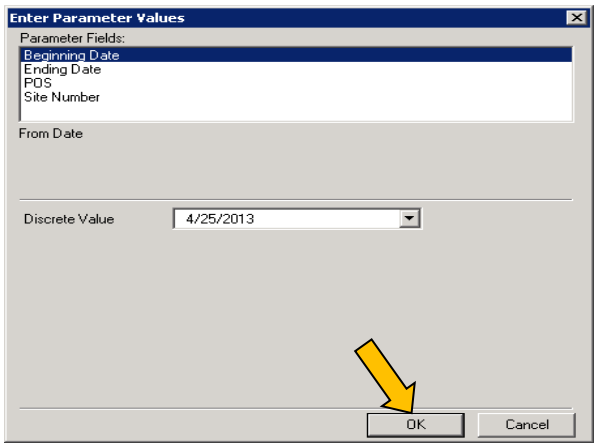
   Dispenser #: Unique number identifying dispenser.

Gallon Summary with Discounts

This report shows daily discounted transactions by sale and product type for site(s) and reporting period specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.



2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

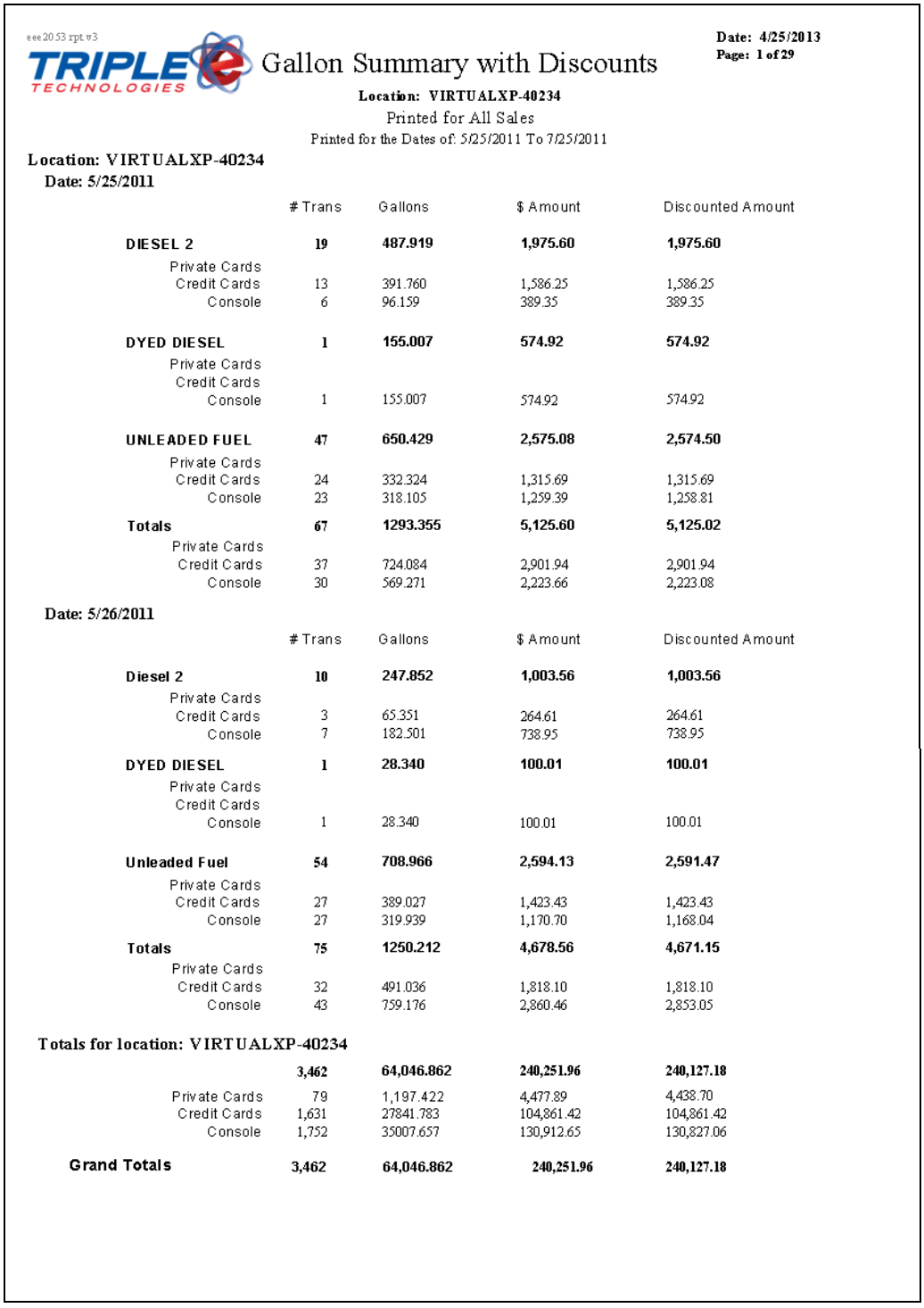
   Beginning Date and Time: Only include activity *on or after* date and time specified.

   Ending Date and Time: Only include activity *on or before* date and time specified.

   POS: Point Of Sale transaction type (e.g., 'Cards Only'); default is **All Sales**.

   Site: Unique name identifying transaction site; default is **All Sites**).

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Gallon Summary with Discounts

Date: 4/25/2013
Page: 1 of 29

Location: VIRTUALXP-40234
Printed for All Sales
Printed for the Dates of: 5/25/2011 To 7/25/2011

Location: VIRTUALXP-40234
Date: 5/25/2011

	# Trans	Gallons	$ Amount	Discounted Amount
DIESEL 2	**19**	**487.919**	**1,975.60**	**1,975.60**
Private Cards				
Credit Cards	13	391.760	1,586.25	1,586.25
Console	6	96.159	389.35	389.35
DYED DIESEL	**1**	**155.007**	**574.92**	**574.92**
Private Cards				
Credit Cards				
Console	1	155.007	574.92	574.92
UNLEADED FUEL	**47**	**650.429**	**2,575.08**	**2,574.50**
Private Cards				
Credit Cards	24	332.324	1,315.69	1,315.69
Console	23	318.105	1,259.39	1,258.81
Totals	**67**	**1293.355**	**5,125.60**	**5,125.02**
Private Cards				
Credit Cards	37	724.084	2,901.94	2,901.94
Console	30	569.271	2,223.66	2,223.08

Date: 5/26/2011

	# Trans	Gallons	$ Amount	Discounted Amount
Diesel 2	**10**	**247.852**	**1,003.56**	**1,003.56**
Private Cards				
Credit Cards	3	65.351	264.61	264.61
Console	7	182.501	738.95	738.95
DYED DIESEL	**1**	**28.340**	**100.01**	**100.01**
Private Cards				
Credit Cards				
Console	1	28.340	100.01	100.01
Unleaded Fuel	**54**	**708.966**	**2,594.13**	**2,591.47**
Private Cards				
Credit Cards	27	389.027	1,423.43	1,423.43
Console	27	319.939	1,170.70	1,168.04
Totals	**75**	**1250.212**	**4,678.56**	**4,671.15**
Private Cards				
Credit Cards	32	491.036	1,818.10	1,818.10
Console	43	759.176	2,860.46	2,853.05

Totals for location: VIRTUALXP-40234

	3,462	**64,046.862**	**240,251.96**	**240,127.18**
Private Cards	79	1,197.422	4,477.89	4,438.70
Credit Cards	1,631	27841.783	104,861.42	104,861.42
Console	1,752	35007.657	130,912.65	130,827.06
Grand Totals	**3,462**	**64,046.862**	**240,251.96**	**240,127.18**

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates for which report pertains.

Location: Unique name identifying site.

Date: Sales transaction date, in MM/DD/YYYY format (e.g., '12/21/2013'

[*Product Type*]: Unique name identifying dispensed item (e.g., 'Diesel 2')

 # Trans: Number of product sales transactions by transaction type (e.g., 'Private Cards').

Gallons: Number of product gallons dispensed by transaction type (e.g., 'Credit Cards').

$ Amount: Dollar total of product gallons dispensed by transaction type (e.g., 'Console').

Discounted Amount: Dollar total of discounted sales transactions by product and transaction type.

Totals for location: Reporting period totals for sales transactions, gallons dispensed, sales dollar amounts and discounted sales dollar amounts for site and transaction types specified.

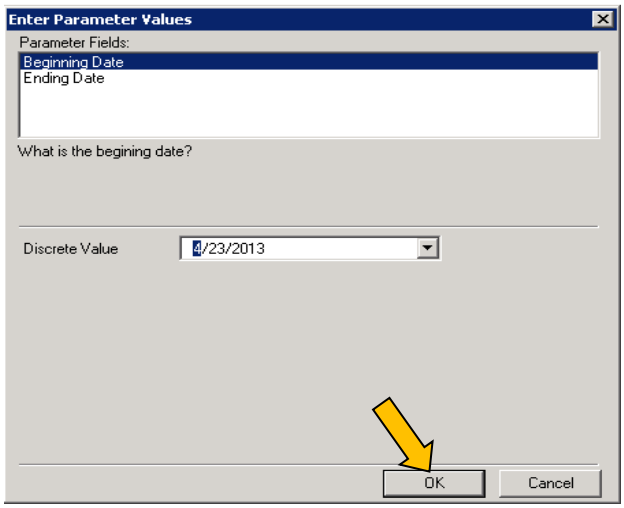
Grand Totals: Reporting period total for sales transactions, gallons dispensed, sales dollar amounts and discounted sales dollar amounts for all sites and transaction types specified.

Hourly Sales

This report summarizes hourly sales transaction volume and dollar totals by site and POS location within site for reporting period specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:

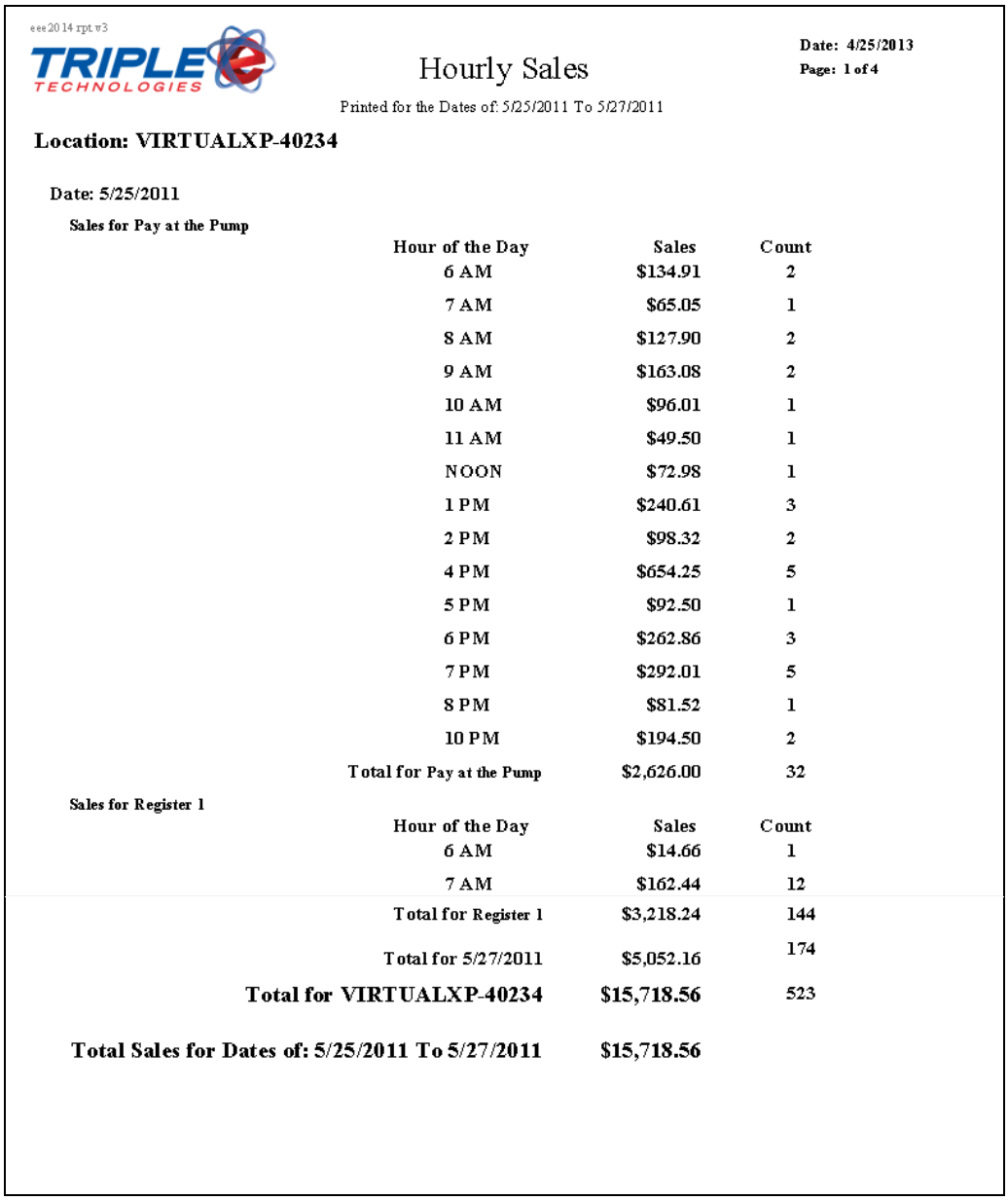


2. Specify the following **Parameter Fields** value by selecting corresponding values from **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Hourly Sales

Date: 4/25/2013
Page: 1 of 4

Printed for the Dates of: 5/25/2011 To 5/27/2011

Location: VIRTUALXP-40234

Date: 5/25/2011

Sales for Pay at the Pump

Hour of the Day	Sales	Count
6 AM	$134.91	2
7 AM	$65.05	1
8 AM	$127.90	2
9 AM	$163.08	2
10 AM	$96.01	1
11 AM	$49.50	1
NOON	$72.98	1
1 PM	$240.61	3
2 PM	$98.32	2
4 PM	$654.25	5
5 PM	$92.50	1
6 PM	$262.86	3
7 PM	$292.01	5
8 PM	$81.52	1
10 PM	$194.50	2
Total for Pay at the Pump	$2,626.00	32

Sales for Register 1

Hour of the Day	Sales	Count
6 AM	$14.66	1
7 AM	$162.44	12
Total for Register 1	$3,218.24	144
Total for 5/27/2011	$5,052.16	174
Total for VIRTUALXP-40234	**$15,718.56**	523
Total Sales for Dates of: 5/25/2011 To 5/27/2011	**$15,718.56**	

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates for which report pertains.

Location: Unique name identifying site.

Date: Sales transaction date, in MM/DD/YYYY format (e.g., '12/21/2013'

[*POS Location at Site*]: Location within site where transactions processed (e.g., 'Register 1', 'Pay at the Pump', etc.).

Hour of the Day: Work hour end for which sales dollar and transaction totals reported.

Sales: Hourly sales dollar total.

Count: Hourly sales transaction total.

Total for [*POS Location at Site*]: Total sales dollar amount and transaction count for date and location within site specified.

Total for [*Date*]: Total sales dollar amount and transaction count for date and location within site specified.

Total for [*Site*]: Total sales dollar amount and transaction count for date and all locations within site specified.

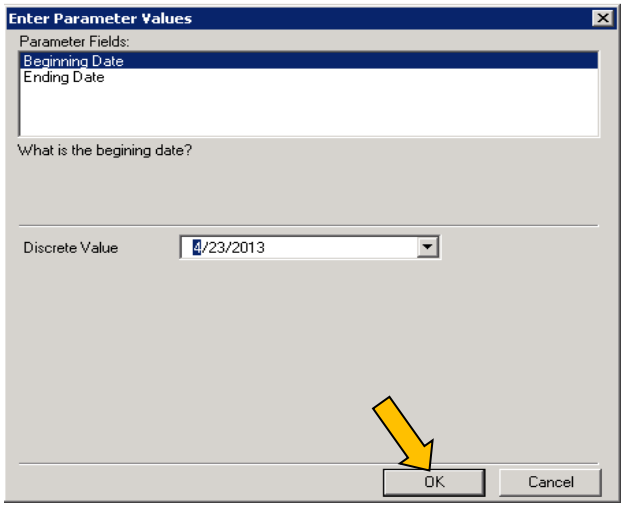
Total Sales for Dates of: Total sales dollar amount and transaction count for all sites for reporting period specified.

Inventory Adjustments

This report details adjustments made to inventory by adjustment number and date.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:

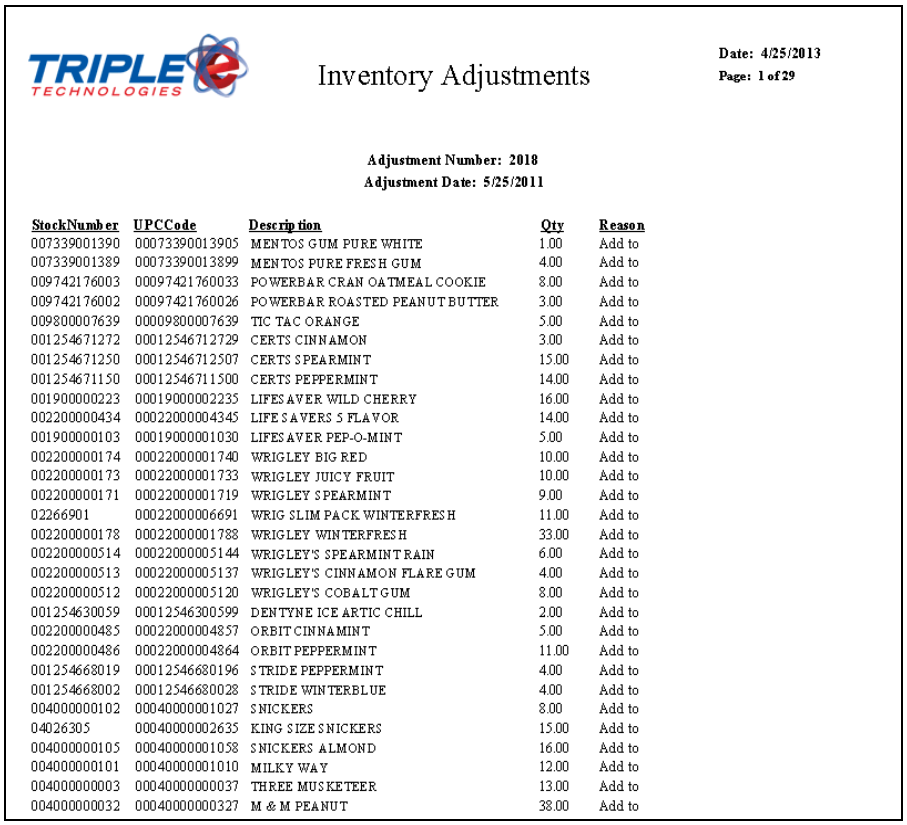


2. Specify the following **Parameter Fields** value by selecting corresponding values from **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

3. Click **OK** at screen bottom; report displays:



TRIPLE e TECHNOLOGIES

Inventory Adjustments

Date: 4/25/2013
Page: 1 of 29

Adjustment Number: 2018
Adjustment Date: 5/25/2011

StockNumber	UPCCode	Description	Qty	Reason
007339001390	00073390013905	MENTOS GUM PURE WHITE	1.00	Add to
007339001389	00073390013899	MENTOS PURE FRESH GUM	4.00	Add to
009742176003	00097421760033	POWERBAR CRAN OATMEAL COOKIE	8.00	Add to
009742176002	00097421760026	POWERBAR ROASTED PEANUT BUTTER	3.00	Add to
009800007639	00009800007639	TIC TAC ORANGE	5.00	Add to
001254671272	00012546712729	CERTS CINNAMON	3.00	Add to
001254671250	00012546712507	CERTS SPEARMINT	15.00	Add to
001254671150	00012546711500	CERTS PEPPERMINT	14.00	Add to
001900000223	00019000002235	LIFESAVER WILD CHERRY	16.00	Add to
002200000434	00022000004345	LIFE SAVERS 5 FLAVOR	14.00	Add to
001900000103	00019000001030	LIFESAVER PEP-O-MINT	5.00	Add to
002200000174	00022000001740	WRIGLEY BIG RED	10.00	Add to
002200000173	00022000001733	WRIGLEY JUICY FRUIT	10.00	Add to
002200000171	00022000001719	WRIGLEY SPEARMINT	9.00	Add to
02266901	00022000006691	WRIG SLIM PACK WINTERFRESH	11.00	Add to
002200000178	00022000001788	WRIGLEY WINTERFRESH	33.00	Add to
002200000514	00022000005144	WRIGLEY'S SPEARMINT RAIN	6.00	Add to
002200000513	00022000005137	WRIGLEY'S CINNAMON FLARE GUM	4.00	Add to
002200000512	00022000005120	WRIGLEY'S COBALT GUM	8.00	Add to
001254630059	00012546300599	DENTYNE ICE ARTIC CHILL	2.00	Add to
002200000485	00022000004857	ORBIT CINNAMINT	5.00	Add to
002200000486	00022000004864	ORBIT PEPPERMINT	11.00	Add to
001254668019	00012546680196	STRIDE PEPPERMINT	4.00	Add to
001254668002	00012546680028	STRIDE WINTERBLUE	4.00	Add to
004000000102	00040000001027	SNICKERS	8.00	Add to
04026305	00040000002635	KING SIZE SNICKERS	15.00	Add to
004000000105	00040000001058	SNICKERS ALMOND	16.00	Add to
004000000101	00040000001010	MILKY WAY	12.00	Add to
004000000003	00040000000037	THREE MUSKETEER	13.00	Add to
004000000032	00040000000327	M & M PEANUT	38.00	Add to

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Adjustment Number: Unique number identifying inventory adjustment transaction.

   Adjustment Date: Inventory adjustment transaction date, in MM/DD/YYYY format (e.g., '11/25/2013').

   Stock Number: Unique number identifying item.

   UPC Code: Unique **U**niversal **P**roduct **C**ode identifying item.

   Description: Unique name or brief text identifying item.

   Qty: Number of this item adjusted (+/-).

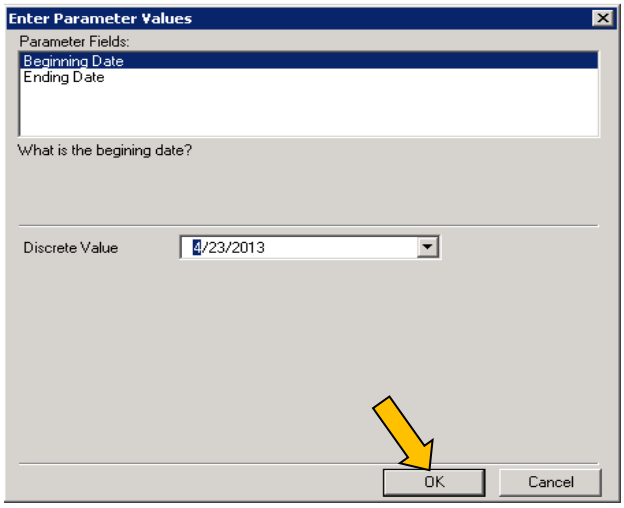
   Reason: Adjustment cause or explanation.

Inventory Receipts

This report details inventory receipts by receipt number and/or vendor invoice number for date range specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:

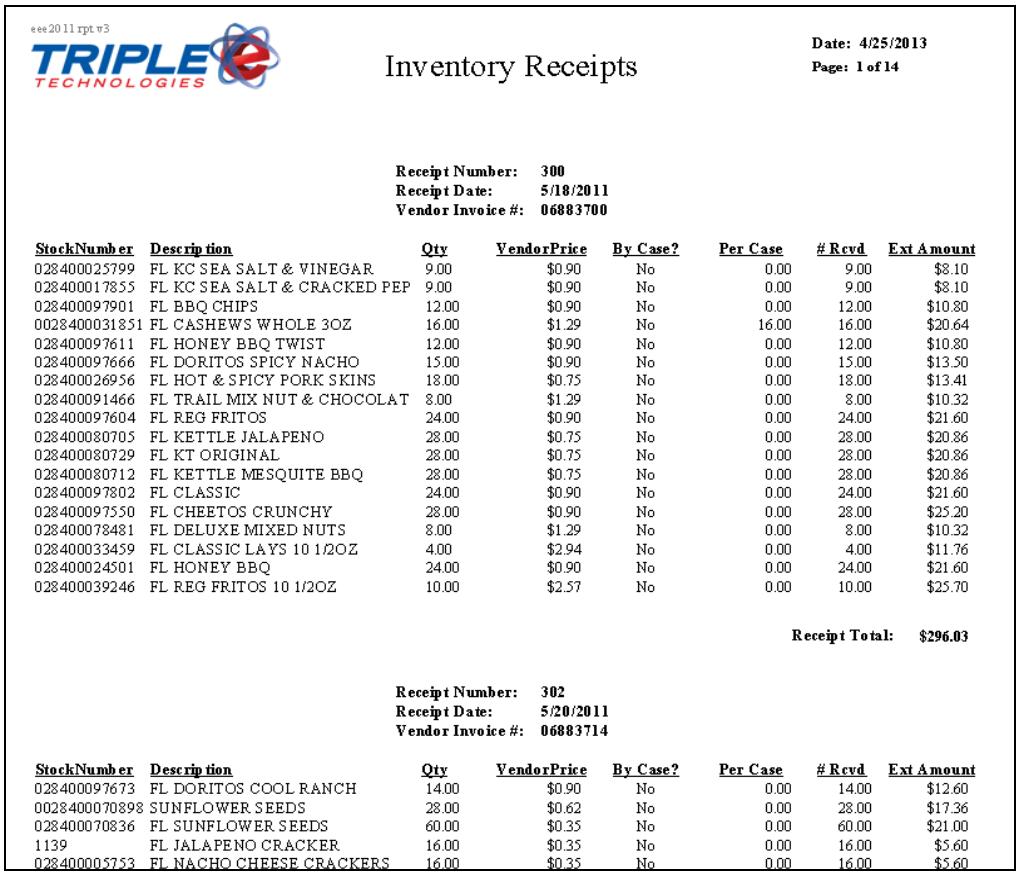


2. Specify the following **Parameter Fields** value by selecting corresponding values from **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Inventory Receipts

Date: 4/25/2013
Page: 1 of 14

Receipt Number: 300
Receipt Date: 5/18/2011
Vendor Invoice #: 06883700

StockNumber	Description	Qty	VendorPrice	By Case?	Per Case	# Rcvd	Ext Amount
028400025799	FL KC SEA SALT & VINEGAR	9.00	$0.90	No	0.00	9.00	$8.10
028400017855	FL KC SEA SALT & CRACKED PEP	9.00	$0.90	No	0.00	9.00	$8.10
028400097901	FL BBQ CHIPS	12.00	$0.90	No	0.00	12.00	$10.80
0028400031851	FL CASHEWS WHOLE 3OZ	16.00	$1.29	No	16.00	16.00	$20.64
028400097611	FL HONEY BBQ TWIST	12.00	$0.90	No	0.00	12.00	$10.80
028400097666	FL DORITOS SPICY NACHO	15.00	$0.90	No	0.00	15.00	$13.50
028400026956	FL HOT & SPICY PORK SKINS	18.00	$0.75	No	0.00	18.00	$13.41
028400091466	FL TRAIL MIX NUT & CHOCOLAT	8.00	$1.29	No	0.00	8.00	$10.32
028400097604	FL REG FRITOS	24.00	$0.90	No	0.00	24.00	$21.60
028400080705	FL KETTLE JALAPENO	28.00	$0.75	No	0.00	28.00	$20.86
028400080729	FL KT ORIGINAL	28.00	$0.75	No	0.00	28.00	$20.86
028400080712	FL KETTLE MESQUITE BBQ	28.00	$0.75	No	0.00	28.00	$20.86
028400097802	FL CLASSIC	24.00	$0.90	No	0.00	24.00	$21.60
028400097550	FL CHEETOS CRUNCHY	28.00	$0.90	No	0.00	28.00	$25.20
028400078481	FL DELUXE MIXED NUTS	8.00	$1.29	No	0.00	8.00	$10.32
028400033459	FL CLASSIC LAYS 10 1/2OZ	4.00	$2.94	No	0.00	4.00	$11.76
028400024501	FL HONEY BBQ	24.00	$0.90	No	0.00	24.00	$21.60
028400039246	FL REG FRITOS 10 1/2OZ	10.00	$2.57	No	0.00	10.00	$25.70

Receipt Total: $296.03

Receipt Number: 302
Receipt Date: 5/20/2011
Vendor Invoice #: 06883714

StockNumber	Description	Qty	VendorPrice	By Case?	Per Case	# Rcvd	Ext Amount
028400097673	FL DORITOS COOL RANCH	14.00	$0.90	No	0.00	14.00	$12.60
0028400070898	SUNFLOWER SEEDS	28.00	$0.62	No	0.00	28.00	$17.36
028400070836	FL SUNFLOWER SEEDS	60.00	$0.35	No	0.00	60.00	$21.00
1139	FL JALAPENO CRACKER	16.00	$0.35	No	0.00	16.00	$5.60
028400005753	FL NACHO CHEESE CRACKERS	16.00	$0.35	No	0.00	16.00	$5.60

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Receipt Number: Unique number identifying inventory receipt transaction.

   Receipt Date: Inventory receipt transaction date, in MM/DD/YYYY format (e.g., '11/25/2013').

   Vendor Invoice #: Unique number identifying vendor invoice.

   Stock Number: Unique number identifying item.

   Description: Unique name or brief text identifying item.

   Qty: Number of this item ordered.

   Vendor Price: Item current vendor price.

   By Case?: Item received in case lots (either 'Yes' or 'No').

   Per Case: If applicable, number of items in each case.

   # Rcvd: Number of items received, per specified unit of measure.

   Ext Amount: Receipt extended amount (**Qty** value x **Vendor Price** value).

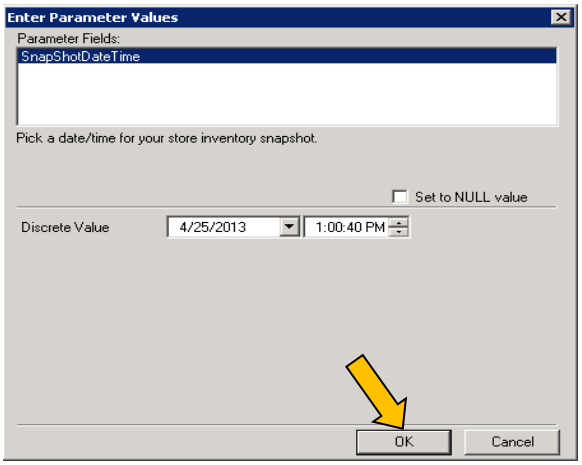
   Receipt Total: Total dollar amount of items received.

Inventory Snapshot

This report presents summary of on-hand inventory by item category at each site for date and time specified.

To generate report:

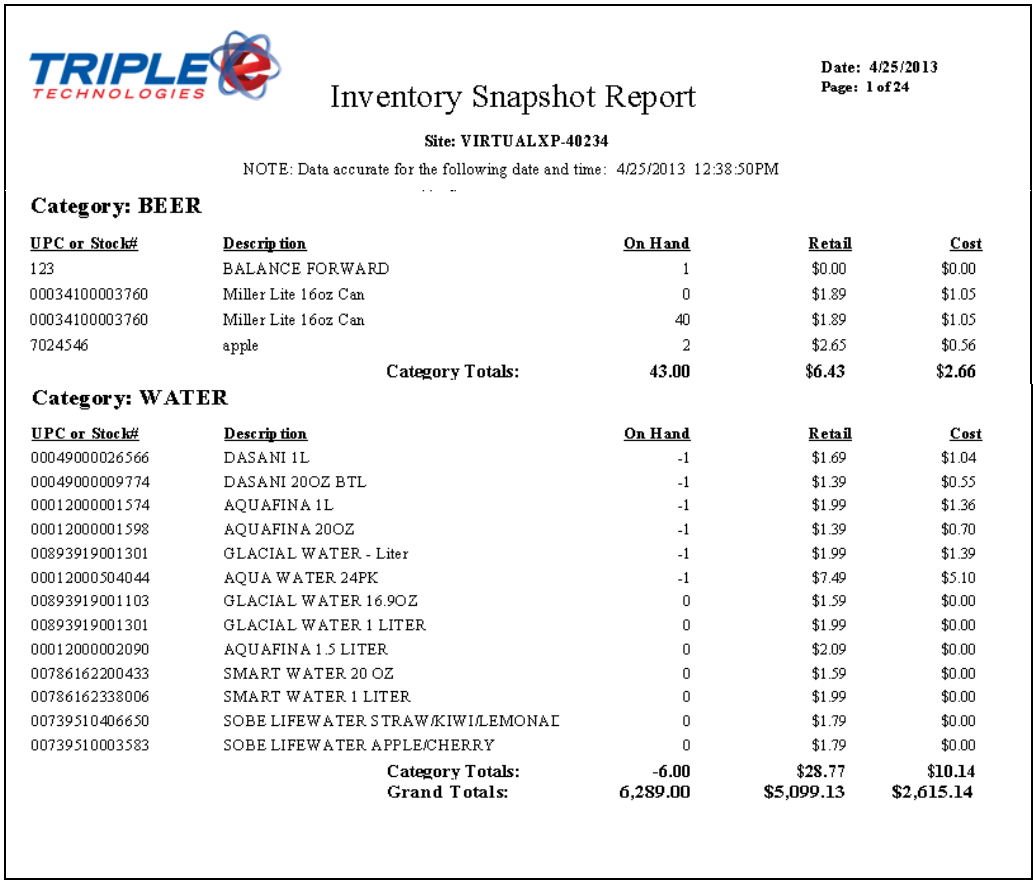
1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



2. Specify the following **Parameter Fields** value by selecting corresponding values from **Discrete Value** window:

   SnapShotDateTime: Date and time for which snapshot requested.

3. Click **OK** at screen bottom; report displays:



TRIPLE e TECHNOLOGIES

Inventory Snapshot Report

Date: 4/25/2013
Page: 1 of 24

Site: VIRTUALXP-40234

NOTE: Data accurate for the following date and time: 4/25/2013 12:38:50PM

Category: BEER

UPC or Stock#	Description	On Hand	Retail	Cost
123	BALANCE FORWARD	1	$0.00	$0.00
00034100003760	Miller Lite 16oz Can	0	$1.89	$1.05
00034100003760	Miller Lite 16oz Can	40	$1.89	$1.05
7024546	apple	2	$2.65	$0.56
	Category Totals:	**43.00**	**$6.43**	**$2.66**

Category: WATER

UPC or Stock#	Description	On Hand	Retail	Cost
00049000026566	DASANI 1L	-1	$1.69	$1.04
00049000009774	DASANI 20OZ BTL	-1	$1.39	$0.55
00012000001574	AQUAFINA 1L	-1	$1.99	$1.36
00012000001598	AQUAFINA 20OZ	-1	$1.39	$0.70
00893919001301	GLACIAL WATER - Liter	-1	$1.99	$1.39
00012000504044	AQUA WATER 24PK	-1	$7.49	$5.10
00893919001103	GLACIAL WATER 16.9OZ	0	$1.59	$0.00
00893919001301	GLACIAL WATER 1 LITER	0	$1.99	$0.00
00012000002090	AQUAFINA 1.5 LITER	0	$2.09	$0.00
00786162200433	SMART WATER 20 OZ	0	$1.59	$0.00
00786162338006	SMART WATER 1 LITER	0	$1.99	$0.00
00739510406650	SOBE LIFEWATER STRAW/KIWI/LEMONAI	0	$1.79	$0.00
00739510003583	SOBE LIFEWATER APPLE/CHERRY	0	$1.79	$0.00
	Category Totals:	**-6.00**	**$28.77**	**$10.14**
	Grand Totals:	**6,289.00**	**$5,099.13**	**$2,615.14**

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Site: Unique name identifying site for which snapshot taken.

   [*Date and Time*]: Snapshot *as of* date and time.

   Category: Unique name or brief text identifying inventory category.

   UPC or Stock#: Either unique **U**niversal **P**roduct **C**ode or stock number identifying item.

   Description: Unique name or brief text identifying item.

   On Hand: Item quantity in inventory.

   Retail: Item current retail price.

   Cost: Item current vendor price.

   Category Totals: Total of on-hand, retail cost and vendor price values for all items in inventory category specified.

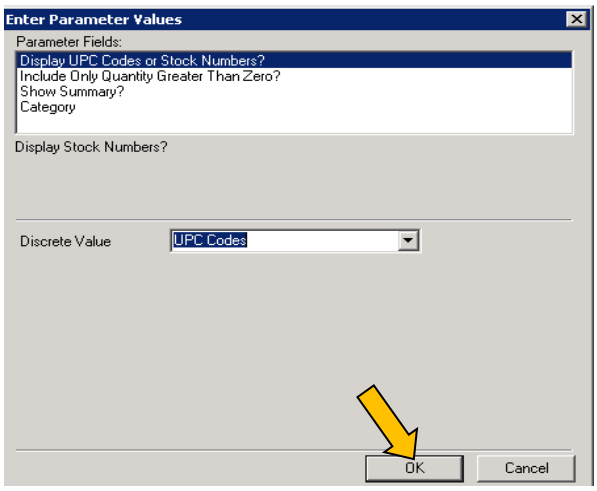
   Grand Totals: Total of on-hand, retail cost and vendor price values for all items in all inventory categories specified.

Inventory Stock On Hand

This report presents summary of current item count and retail value by site for inventory categories specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



2. Specify the following **Parameter Fields** value by selecting or typing corresponding values in **Discrete Value** window:

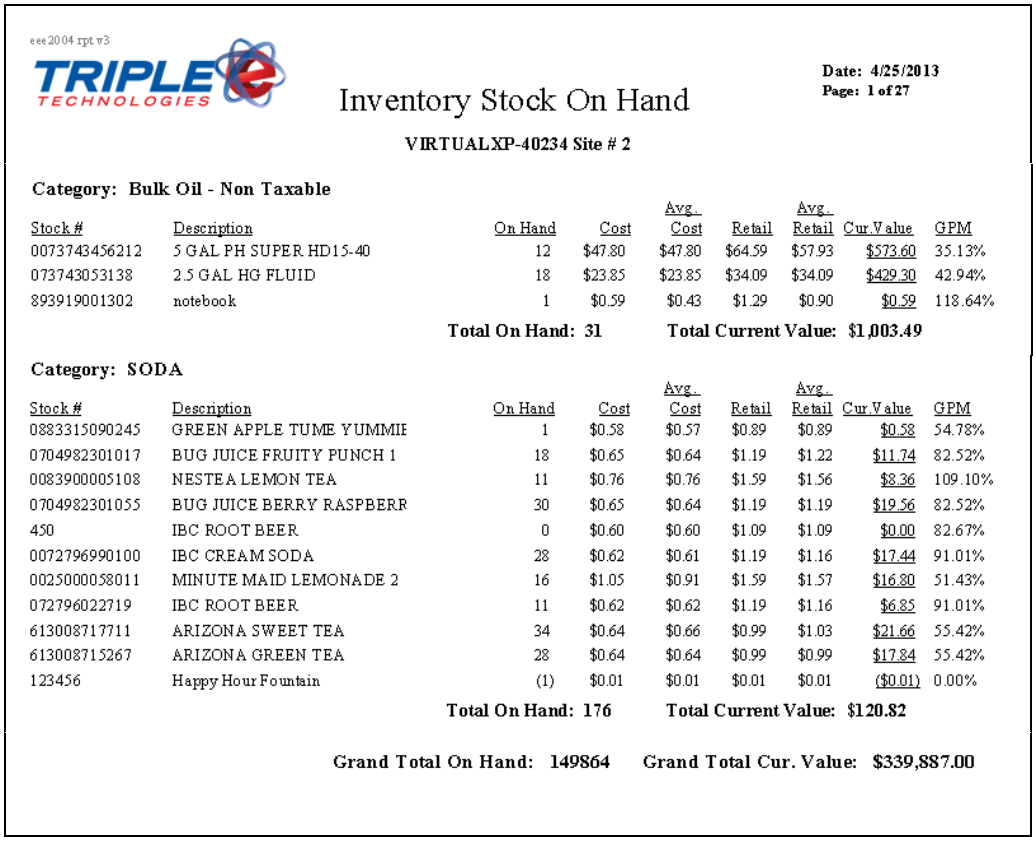
   Display UPC Codes or Stock Numbers?: Display unique **U**niversal **P**roduct **C**ode or stock number for inventory items?; default is **UPC Codes**.

   Include Only Quantity Greater Than Zero?: Display only category items with +1 or more quantities (either 'Yes' or 'No')?; default is **No**.

   Show Summary: Display only summary stock on hand data (either 'Yes' or 'No')?; default is **No**.

   Category: Display stock on hand data for all sites or specified site only; default is **All**.

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Inventory Stock On Hand

Date: 4/25/2013
Page: 1 of 27

VIRTUALXP-40234 Site # 2

Category: Bulk Oil - Non Taxable

Stock #	Description	On Hand	Cost	Avg. Cost	Retail	Avg. Retail	Cur.Value	GPM
0073743456212	5 GAL PH SUPER HD15-40	12	$47.80	$47.80	$64.59	$57.93	$573.60	35.13%
073743053138	2.5 GAL HG FLUID	18	$23.85	$23.85	$34.09	$34.09	$429.30	42.94%
893919001302	notebook	1	$0.59	$0.43	$1.29	$0.90	$0.59	118.64%

Total On Hand: 31 **Total Current Value: $1,003.49**

Category: SODA

Stock #	Description	On Hand	Cost	Avg. Cost	Retail	Avg. Retail	Cur.Value	GPM
0883315090245	GREEN APPLE TUME YUMMIE	1	$0.58	$0.57	$0.89	$0.89	$0.58	54.78%
0704982301017	BUG JUICE FRUITY PUNCH 1	18	$0.65	$0.64	$1.19	$1.22	$11.74	82.52%
0083900005108	NESTEA LEMON TEA	11	$0.76	$0.76	$1.59	$1.56	$8.36	109.10%
0704982301055	BUG JUICE BERRY RASPBERR	30	$0.65	$0.64	$1.19	$1.19	$19.56	82.52%
450	IBC ROOT BEER	0	$0.60	$0.60	$1.09	$1.09	$0.00	82.67%
0072796990100	IBC CREAM SODA	28	$0.62	$0.61	$1.19	$1.16	$17.44	91.01%
0025000058011	MINUTE MAID LEMONADE 2	16	$1.05	$0.91	$1.59	$1.57	$16.80	51.43%
072796022719	IBC ROOT BEER	11	$0.62	$0.62	$1.19	$1.16	$6.85	91.01%
613008717711	ARIZONA SWEET TEA	34	$0.64	$0.66	$0.99	$1.03	$21.66	55.42%
613008715267	ARIZONA GREEN TEA	28	$0.64	$0.64	$0.99	$0.99	$17.84	55.42%
123456	Happy Hour Fountain	(1)	$0.01	$0.01	$0.01	$0.01	($0.01)	0.00%

Total On Hand: 176 **Total Current Value: $120.82**

Grand Total On Hand: 149864 **Grand Total Cur. Value: $339,887.00**

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., ‘11/10/2013’).

   Page: Report page number **of** total report pages.

   Site: Unique number identifying site for which report pertains.

   Category: Unique name or brief text identifying inventory category.

   UPC or Stock#: Either unique **U**niversal **P**roduct **C**ode or stock number identifying item.

   Description: Unique name or brief text identifying item.

   On Hand: Item quantity in inventory.

   Cost: Item current vendor price.

   Avg Cost: Item average vendor price.

   Retail: Item current retail price.

   Avg Retail: Item average retail price.

   Cur Value: Item current inventory value; **On Hand** value x **Cost** value.

   GPM: **G**ross **P**rofit **M**argin; Retail value mark up above cost, expressed as percent.

   Total On Hand: Total item quantity in inventory category.

Total Curent Value: Total value of inventory category items; **Total On Hand** value x **Cost** value.

Grand Total On Hand: Total item quantity in inventory for all categories.

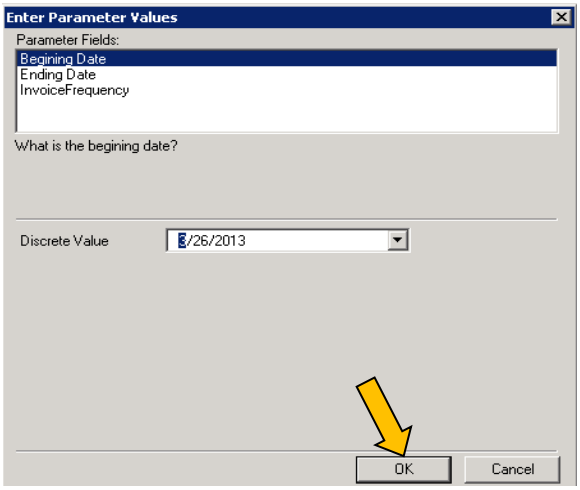
Grand Total Cur. Value: Total value of all inventory category items; **Grand Total On Hand** value x **Cost** value**.**

Invoice Preview

Following priced transactions run, this report allows review of customer invoice information to ensure accuracy and completeness prior to printing.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



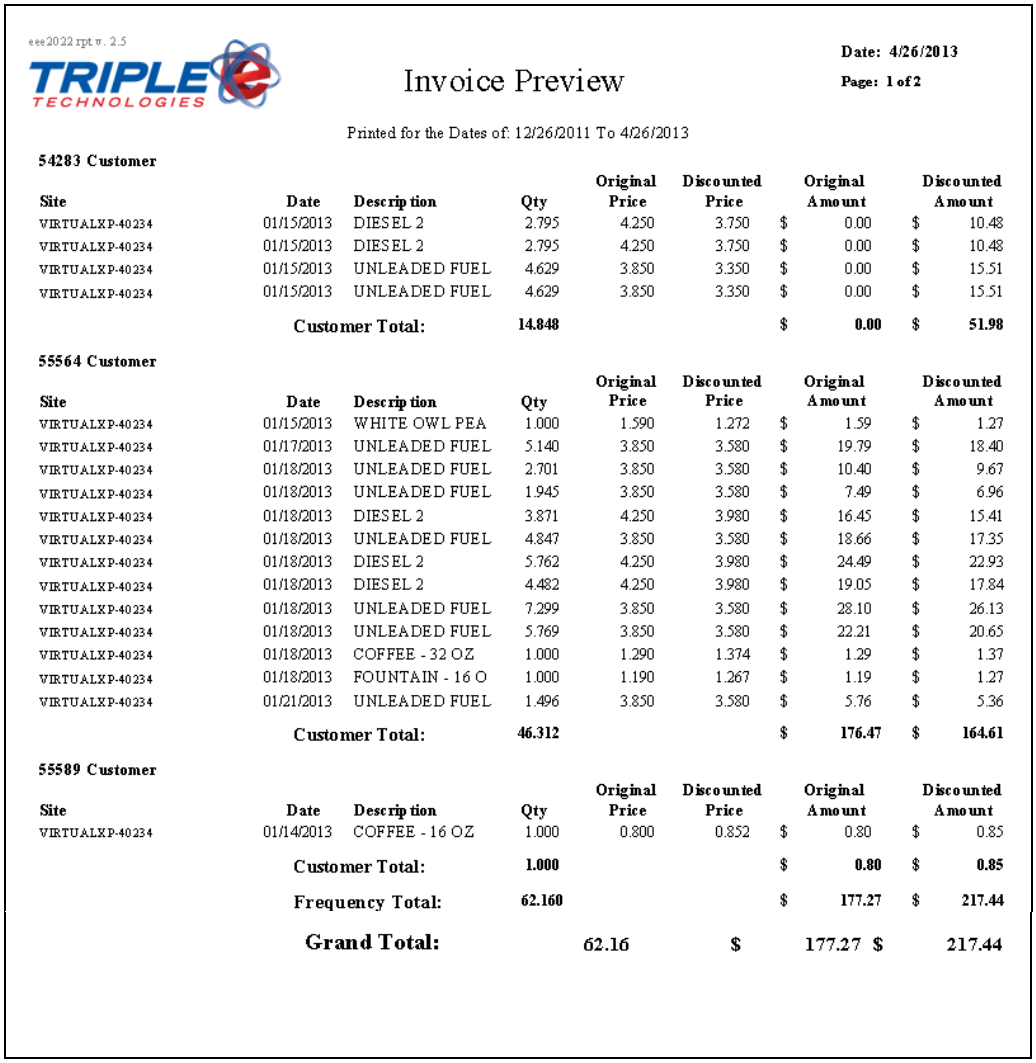
2. Specify the following **Parameter Fields** value by selecting or typing corresponding values in **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

   Invoice Frequency: Only include activity for customers with invoicing cycle specified (e.g., 'Monthly', Bi-Weekly', etc.).

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Invoice Preview

Date: 4/26/2013
Page: 1 of 2

Printed for the Dates of: 12/26/2011 To 4/26/2013

54283 Customer

Site	Date	Description	Qty	Original Price	Discounted Price	Original Amount	Discounted Amount
VIRTUALXP-40234	01/15/2013	DIESEL 2	2.795	4.250	3.750	$ 0.00	$ 10.48
VIRTUALXP-40234	01/15/2013	DIESEL 2	2.795	4.250	3.750	$ 0.00	$ 10.48
VIRTUALXP-40234	01/15/2013	UNLEADED FUEL	4.629	3.850	3.350	$ 0.00	$ 15.51
VIRTUALXP-40234	01/15/2013	UNLEADED FUEL	4.629	3.850	3.350	$ 0.00	$ 15.51
	Customer Total:		**14.848**			**$ 0.00**	**$ 51.98**

55564 Customer

Site	Date	Description	Qty	Original Price	Discounted Price	Original Amount	Discounted Amount
VIRTUALXP-40234	01/15/2013	WHITE OWL PEA	1.000	1.590	1.272	$ 1.59	$ 1.27
VIRTUALXP-40234	01/17/2013	UNLEADED FUEL	5.140	3.850	3.580	$ 19.79	$ 18.40
VIRTUALXP-40234	01/18/2013	UNLEADED FUEL	2.701	3.850	3.580	$ 10.40	$ 9.67
VIRTUALXP-40234	01/18/2013	UNLEADED FUEL	1.945	3.850	3.580	$ 7.49	$ 6.96
VIRTUALXP-40234	01/18/2013	DIESEL 2	3.871	4.250	3.980	$ 16.45	$ 15.41
VIRTUALXP-40234	01/18/2013	UNLEADED FUEL	4.847	3.850	3.580	$ 18.66	$ 17.35
VIRTUALXP-40234	01/18/2013	DIESEL 2	5.762	4.250	3.980	$ 24.49	$ 22.93
VIRTUALXP-40234	01/18/2013	DIESEL 2	4.482	4.250	3.980	$ 19.05	$ 17.84
VIRTUALXP-40234	01/18/2013	UNLEADED FUEL	7.299	3.850	3.580	$ 28.10	$ 26.13
VIRTUALXP-40234	01/18/2013	UNLEADED FUEL	5.769	3.850	3.580	$ 22.21	$ 20.65
VIRTUALXP-40234	01/18/2013	COFFEE - 32 OZ	1.000	1.290	1.374	$ 1.29	$ 1.37
VIRTUALXP-40234	01/18/2013	FOUNTAIN - 16 O	1.000	1.190	1.267	$ 1.19	$ 1.27
VIRTUALXP-40234	01/21/2013	UNLEADED FUEL	1.496	3.850	3.580	$ 5.76	$ 5.36
	Customer Total:		**46.312**			**$ 176.47**	**$ 164.61**

55589 Customer

Site	Date	Description	Qty	Original Price	Discounted Price	Original Amount	Discounted Amount
VIRTUALXP-40234	01/14/2013	COFFEE - 16 OZ	1.000	0.800	0.852	$ 0.80	$ 0.85
	Customer Total:		**1.000**			**$ 0.80**	**$ 0.85**
	Frequency Total:		**62.160**			**$ 177.27**	**$ 217.44**
	Grand Total:			62.16	$	177.27 $	217.44

NOTE: Only those transactions not previously invoiced display.

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Date: System-generated invoice preview date, in MM/DD/YYYY format.

   Printed for the Dates of: Inclusive dates for which report pertains.

   [*Customer Name*]: Unique name identifying customer.

   Site: Unique number identifying site for which report pertains.

   Date: Item sales date, in MM/DD/YYYY format.

   Description: Unique name or brief text identifying item.

   Qty: Item quantity, per specified unit of measure.

   Original Price: Item original retail price.

Discounted Price: Item retail price after discount, if applicable.

Original Amount: Item original customer price.

Discounted Amount: Item customer price after discount, if applicable.

Customer Total: **Qty**, **Original Amount** and **Discounted Amount** value totals for customer specified.

Frequency Total: **Qty**, **Original Amount** and **Discounted Amount** value totals for all customers with invoice frequency specified.

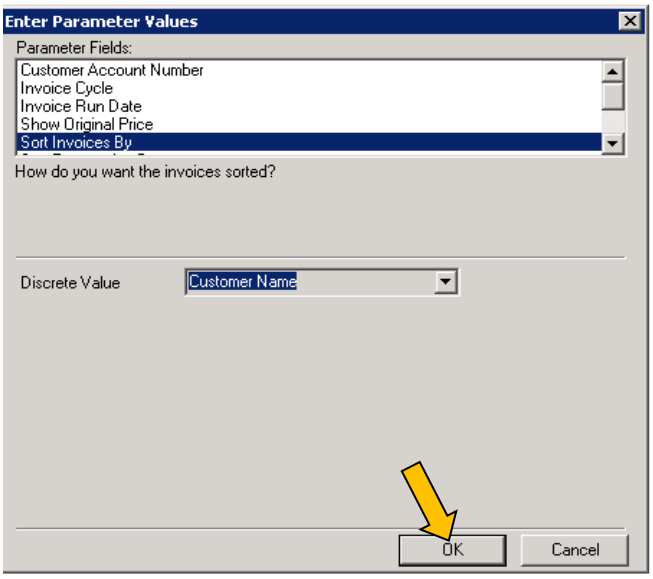
Grand Total: **Qty**, **Original Amount** and **Discounted Amount** value totals for all customers for all invoice frequencies.

Invoices

Following priced transactions run, this report allows review of customer invoice information to ensure accuracy and completeness prior to printing.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



2. Specify the following **Parameter Fields** value by selecting or typing corresponding values in **Discrete Value** window:

   Customer Account Number: Only print Card List for customer account number specified.

   Invoice Cycle: Only include invoice(s) with run frequency specified (e.g., 'Monthly', 'Weekly', etc.).

Invoice Run Date: Only include invoice(s) for run date specified (system default is current date).

Show Original Price: Include vendor original pricing on invoices.

Sort Invoices By: Print invoices in order of sort criterion specified.

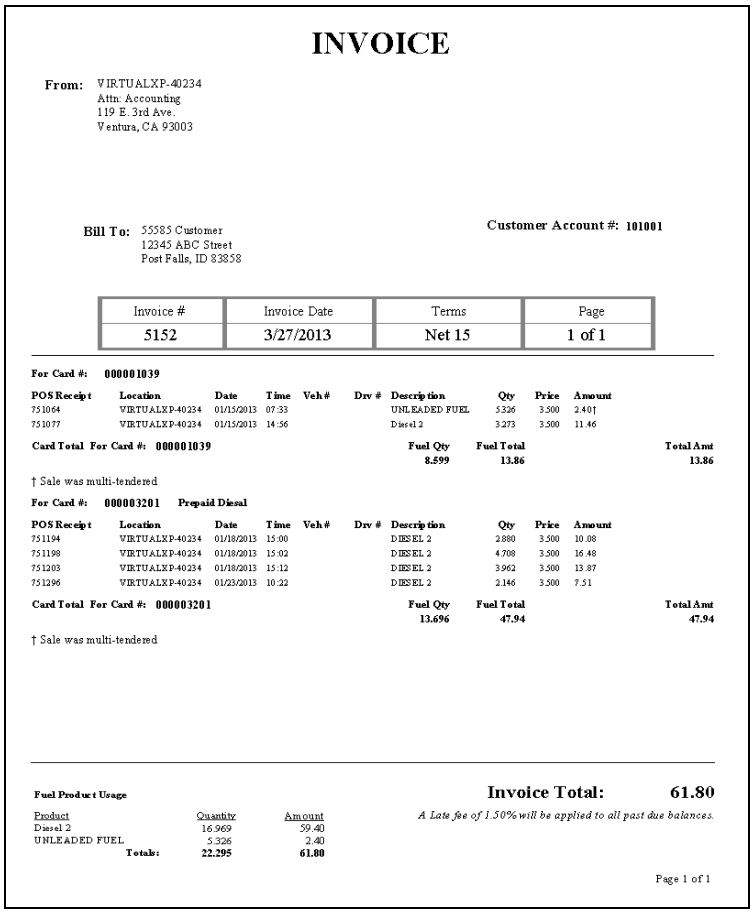
Sort Transaction By: Print invoice transactions in order of sort criterion specified.

Display Invoice Batch Totals Summary?: Include grand total values for all invoices in batch.

Display Per Month in Finance Charge Message?: Include *per month* finance charge message on invoice.

Show Logo?: Display company logo on invoice.

3. When finished, click **OK**; report displays:



INVOICE

From: VIRTUALXP-40234
Attn: Accounting
119 E. 3rd Ave.
Ventura, CA 93003

Bill To: 55585 Customer
12345 ABC Street
Post Falls, ID 83858

Customer Account #: 101001

Invoice #	Invoice Date	Terms	Page
5152	3/27/2013	Net 15	1 of 1

For Card #: 000001039

POS Receipt	Location	Date	Time	Veh #	Drv #	Description	Qty	Price	Amount
751064	VIRTUALXP-40234	01/15/2013	07:33			UNLEADED FUEL	5.326	3.500	2.40†
751077	VIRTUALXP-40234	01/15/2013	14:56			Diesel 2	3.273	3.500	11.46

Card Total For Card #: 000001039 — Fuel Qty 8.599 — Fuel Total 13.86 — Total Amt 13.86

† Sale was multi-tendered

For Card #: 000003201 Prepaid Diesal

POS Receipt	Location	Date	Time	Veh #	Drv #	Description	Qty	Price	Amount
751194	VIRTUALXP-40234	01/18/2013	15:00			DIESEL 2	2.880	3.500	10.08
751198	VIRTUALXP-40234	01/18/2013	15:02			DIESEL 2	4.708	3.500	16.48
751203	VIRTUALXP-40234	01/18/2013	15:12			DIESEL 2	3.962	3.500	13.87
751296	VIRTUALXP-40234	01/23/2013	10:22			DIESEL 2	2.146	3.500	7.51

Card Total For Card #: 000003201 — Fuel Qty 13.696 — Fuel Total 47.94 — Total Amt 47.94

† Sale was multi-tendered

Fuel Product Usage

Product	Quantity	Amount
Diesel 2	16.969	59.40
UNLEADED FUEL	5.326	2.40
Totals:	22.295	61.80

Invoice Total: 61.80

A Late fee of 1.50% will be applied to all past due balances.

Page 1 of 1

4. Depending on parameter selections (Step 2, above), review the following:

From: Your company name and address.

Bill To: Customer name and address.

Customer Account Number: Unique number identifying customer account.

Invoice #: Unique number identifying customer invoice.

Invoice Date: Invoice run date, in MM/DD/YYYY format (e.g., 11/25/2013').

Terms: Customer account payment terms (e.g., 'Net 30').

Page: Report page number **of** total report pages.

For Card #: Unique number identifying payment card for which billing provided.

[Driver Name]: Unique name or number identifying vehicle driver.

Terms: Customer account payment terms (e.g., 'Net 30').

Page: Report page number **of** total report pages.

For Card #: Unique number identifying payment card for which billing provided.

[Cardholder Name]: Unique name identifying cardholder.

POS Receipt: Unique number identifying POS transaction receipt.

Location: Unique name identifying site.

Date: Sales transaction date, in MM/DD/YYYY format (e.g., '12/21/2013').

Time: Sales transaction time, in HH:MM format (e.g., '07:18').

Veh #: Unique number identifying vehicle.

Drv #: Unique name or number identifying vehicle driver.

Description: Name or brief text identifying item.

Qty: Item quantity, per specified unit of measure.

Price: Customer cost per unit.

Amount: Transaction extended amount (**Qty** value x **Price** value).

Card Total for Card #: Invoice **Fuel Qty**, **Fuel Total** and **Total Amt** values for payment card specified.

Fuel Product Usage: Invoice fuel **Quantity** and **Amount** totals by product and all products for all payment card numbers specified.

Invoice Total: Total dollar amount of all billing cycle payment card transactions.

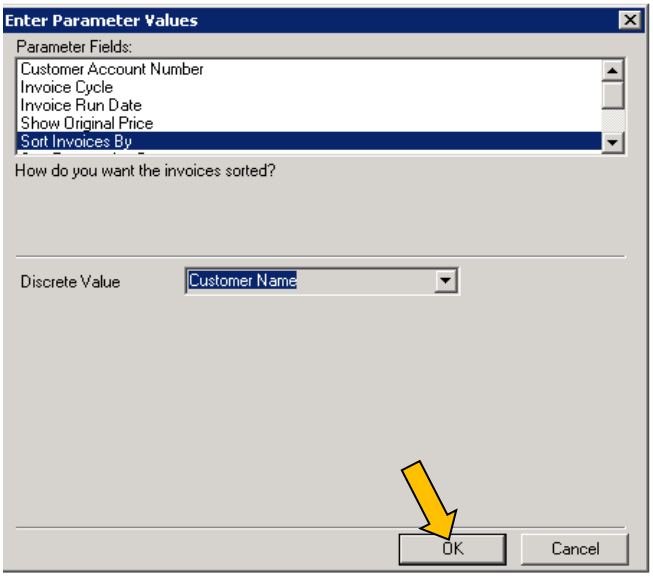
[*Finance Charge Message*]: Message reminding customer that past due balances incur late fee at rate specified.

Invoices – Vehicle Format

Following priced transactions run, this report allows summary and detail review of customer invoice information with focus on vehicle fuel usage and cost.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



35. Specify the following **Parameter Fields** value by selecting or typing corresponding values in **Discrete Value** window:

    Customer Account Number: Only print Card List for customer account number specified.

    Invoice Cycle: Only include invoice(s) with run frequency specified (e.g., 'Monthly', 'Weekly', etc.).

    Invoice Run Date: Only include invoice(s) for run date specified (system default is current date).

    Sort Invoices By: Print invoices in order of sort criterion specified.

    Sort Transaction By: Print invoice transactions in order of sort criterion specified.

    Show Cost Per Mile: Include vehicle per mile fuel cost.

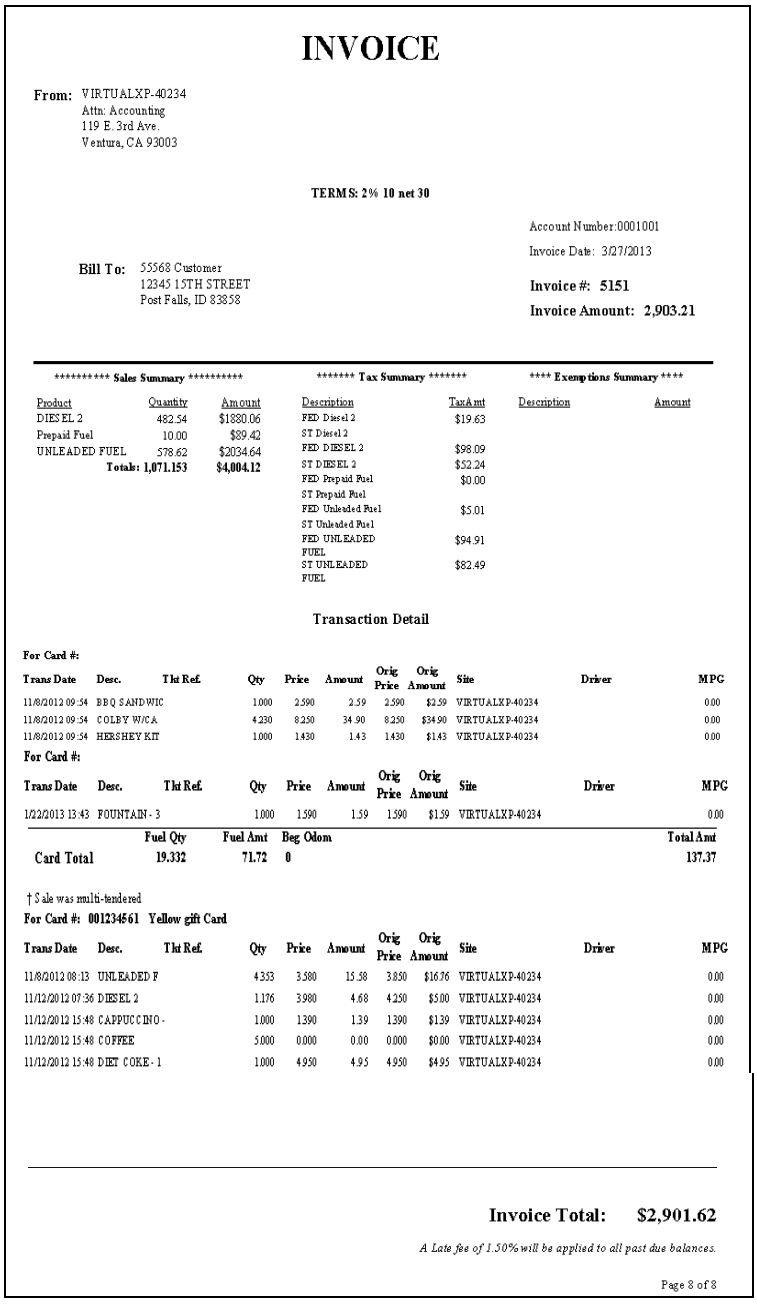
    Display Invoice Batch Totals Summary?: Include grand total values for all invoices in batch.

    Display Original Amounts?: Include customer before discount pricing.

Display Per Month in Finance Charge Message?: Include *per month* finance charge message on invoice.

Show Logo?: Display company logo on invoice.

36. When finished, click **OK**; report displays:



INVOICE

From: VIRTUALXP-40234
Attn: Accounting
119 E. 3rd Ave.
Ventura, CA 93003

TERMS: 2% 10 net 30

Account Number:0001001
Invoice Date: 3/27/2013

Bill To: 55568 Customer
12345 15TH STREET
Post Falls, ID 83858

Invoice #: 5151
Invoice Amount: 2,903.21

********** **Sales Summary** **********

Product	Quantity	Amount
DIESEL 2	482.54	$1880.06
Prepaid Fuel	10.00	$89.42
UNLEADED FUEL	578.62	$2034.64
Totals:	**1,071.153**	**$4,004.12**

******* **Tax Summary** *******

Description	TaxAmt
FED Diesel 2	$19.63
ST Diesel 2	
FED DIESEL 2	$98.09
ST DIESEL 2	$52.24
FED Prepaid Fuel	$0.00
ST Prepaid Fuel	
FED Unleaded Fuel	$5.01
ST Unleaded Fuel	
FED UNLEADED FUEL	$94.91
ST UNLEADED FUEL	$82.49

**** **Exemptions Summary** ****

Description	Amount

Transaction Detail

For Card #:

Trans Date	Desc.	Tkt Ref.	Qty	Price	Amount	Orig Price	Orig Amount	Site	Driver	MPG
11/8/2012 09:54	BBQ SANDWIC		1.000	2.590	2.59	2.590	$2.59	VIRTUALXP-40234		0.00
11/8/2012 09:54	COLBY W/CA		4.230	8.250	34.90	8.250	$34.90	VIRTUALXP-40234		0.00
11/8/2012 09:54	HERSHEY KIT		1.000	1.430	1.43	1.430	$1.43	VIRTUALXP-40234		0.00

For Card #:

Trans Date	Desc.	Tkt Ref.	Qty	Price	Amount	Orig Price	Orig Amount	Site	Driver	MPG
1/22/2013 13:43	FOUNTAIN - 3		1.000	1.590	1.59	1.590	$1.59	VIRTUALXP-40234		0.00

	Fuel Qty	Fuel Amt	Beg Odom	Total Amt
Card Total	**19.332**	**71.72**	**0**	**137.37**

† Sale was multi-tendered

For Card #: 001234561 Yellow gift Card

Trans Date	Desc.	Tkt Ref.	Qty	Price	Amount	Orig Price	Orig Amount	Site	Driver	MPG
11/8/2012 08:13	UNLEADED F		4.353	3.580	15.58	3.850	$16.76	VIRTUALXP-40234		0.00
11/12/2012 07:36	DIESEL 2		1.176	3.980	4.68	4.250	$5.00	VIRTUALXP-40234		0.00
11/12/2012 15:48	CAPPUCCINO -		1.000	1.390	1.39	1.390	$1.39	VIRTUALXP-40234		0.00
11/12/2012 15:48	COFFEE		5.000	0.000	0.00	0.000	$0.00	VIRTUALXP-40234		0.00
11/12/2012 15:48	DIET COKE - 1		1.000	4.950	4.95	4.950	$4.95	VIRTUALXP-40234		0.00

Invoice Total: $2,901.62

A Late fee of 1.50% will be applied to all past due balances.

Page 8 of 8

37. Depending on parameter selections (Step 2, above), review the following:

From: Your company name and address.

TERMS: Customer account payment terms (e.g., ‘Net 30’).

Bill To: Customer name and address.

Account Number: Unique number identifying customer account.

Invoice Date: Invoice run date, in MM/DD/YYYY format (e.g., 11/25/2013').

Invoice #: Unique number identifying customer invoice.

Invoice Amount: Sum of current cycle and past due invoice dollar totals.

Sales Summary

Product: Unique name identifying item.

Quantity: Product quantity, per specified unit of measure.

Amount: Item dollar total for **Quantity** value specified.

Totals: Sum of **Quantity** and **Amount** values for all products specified.

Tax Summary

Description: Unique name or brief text identifying item.

TaxAmt: Total State and Federal tax for specified item.

Exemptions Summary

Description: Unique name or brief text identifying item.

Amount: Total State and Federal tax exempted for specified item.

Transaction Detail

For Card #: Unique number identifying payment card for which billing provided.

Trans Date: Sales transaction date, in MM/DD/YYYY format (e.g., '12/21/2013').

Desc: Description; unique name or brief text identifying item.

Tkt Ref.: Unique number identifying POS transaction receipt.

Qty: Item quantity, per specified unit of measure.

Price: Customer cost per unit.

Amount: Transaction extended amount (**Qty** value x **Price** value).

Orig Price: Customer cost per unit before applied discount, if any.

Orig Amount: Transaction extended amount (**Qty** value x **Price** value) before applied discount, if any.

Site: Unique name identifying site.

Driver: Unique name or number identifying vehicle driver.

MPG: Miles per gallon; **End Odom** (Ending Odometer reading) value less **Beg Odom** (Beginning Odometer reading) value, divided by **Qty** value.

Card Total: Invoice **Fuel Qty**, **Fuel Total, Beg Odom** and **Total Amt** values for payment card specified.

Invoice Total: Total dollar amount of all billing cycle payment card transactions.

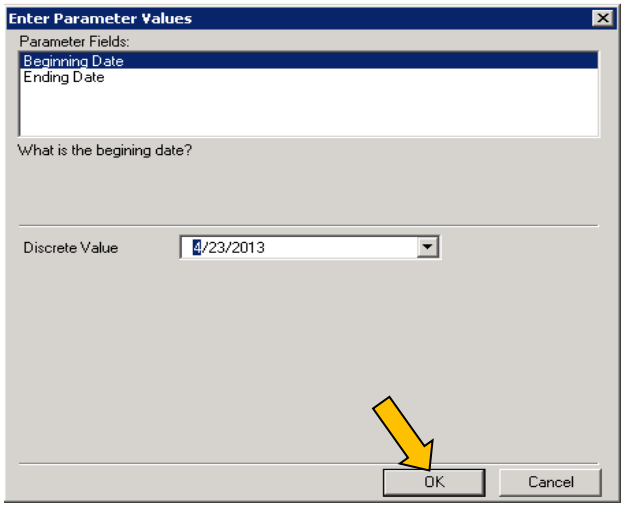
[*Finance Charge Message*]: Message reminding customer that past due balances incur late fee at rate specified.

Loyalty Card Savings

This report displays loyalty customer post-discount savings totals by card and customer.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:

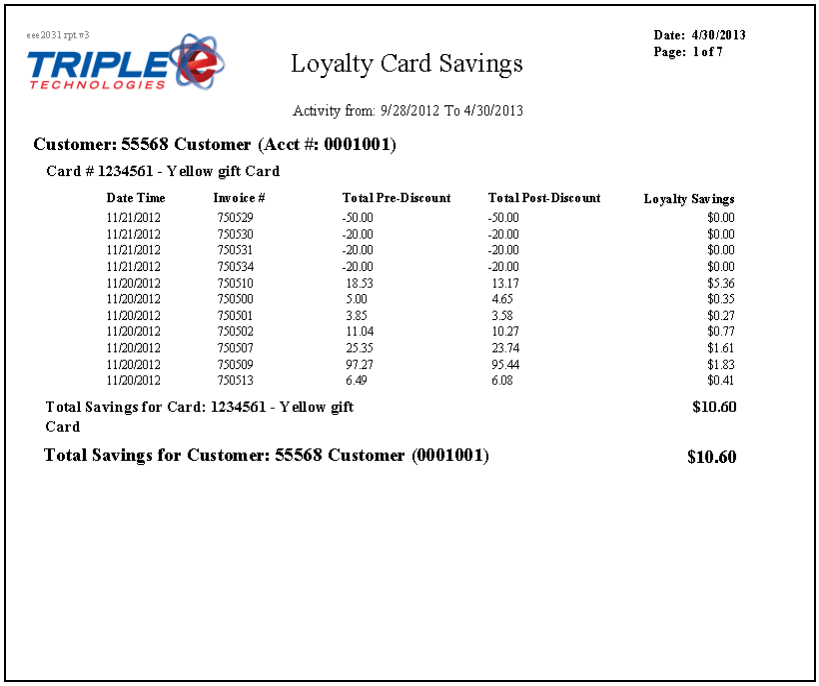


2. Specify the following **Parameter Fields** value by selecting corresponding values from **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Loyalty Card Savings

Date: 4/30/2013
Page: 1 of 7

Activity from: 9/28/2012 To 4/30/2013

Customer: 55568 Customer (Acct #: 0001001)

Card # 1234561 - Yellow gift Card

Date Time	Invoice #	Total Pre-Discount	Total Post-Discount	Loyalty Savings
11/21/2012	750529	-50.00	-50.00	$0.00
11/21/2012	750530	-20.00	-20.00	$0.00
11/21/2012	750531	-20.00	-20.00	$0.00
11/21/2012	750534	-20.00	-20.00	$0.00
11/20/2012	750510	18.53	13.17	$5.36
11/20/2012	750500	5.00	4.65	$0.35
11/20/2012	750501	3.85	3.58	$0.27
11/20/2012	750502	11.04	10.27	$0.77
11/20/2012	750507	25.35	23.74	$1.61
11/20/2012	750509	97.27	95.44	$1.83
11/20/2012	750513	6.49	6.08	$0.41

Total Savings for Card: 1234561 - Yellow gift Card **$10.60**

Total Savings for Customer: 55568 Customer (0001001) **$10.60**

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., ‘11/10/2013’).

   Page: Report page number **of** total report pages.

   Customer: Unique name identifying customer.

   Acct #: Unique code or number identifying customer.

   Card #: Unique number identifying payment card.

   [*Card Name*]: Unique name identifying payment card.

   Date Time: Sales transaction date, in MM/DD/YYYY format (e.g., ‘12/21/2013’).

   Invoice #: Unique number identifying customer invoice.

   Total Pre-Discount: Customer original transaction amount.

   Total Post-Discount: Customer transaction amount after discount.

   Loyalty Savings: Difference between transaction **Total Pre-Discount** and **Total Post-Discount** values.

   Total Savings for Card: Sum of loyalty savings for all transactions for payment card number and name specified.

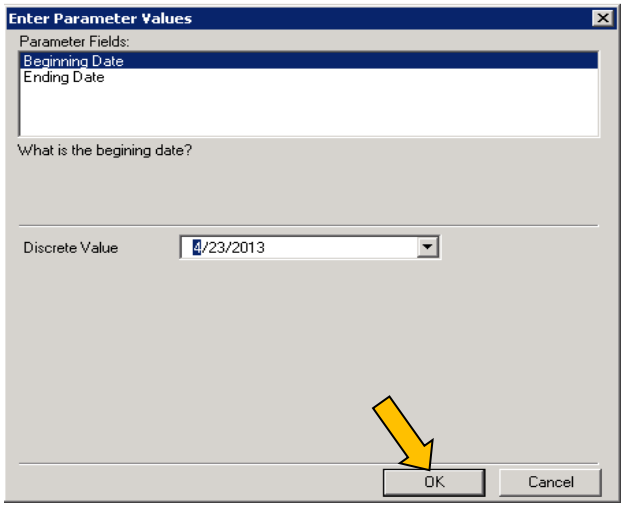
   Total Savings for Customer: Sum of loyalty savings for all payment card transactions for customer name and number specified.

Monthly Sales Volume (Chart)

This report displays monthly total sales volume in dollars for location and date range specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:

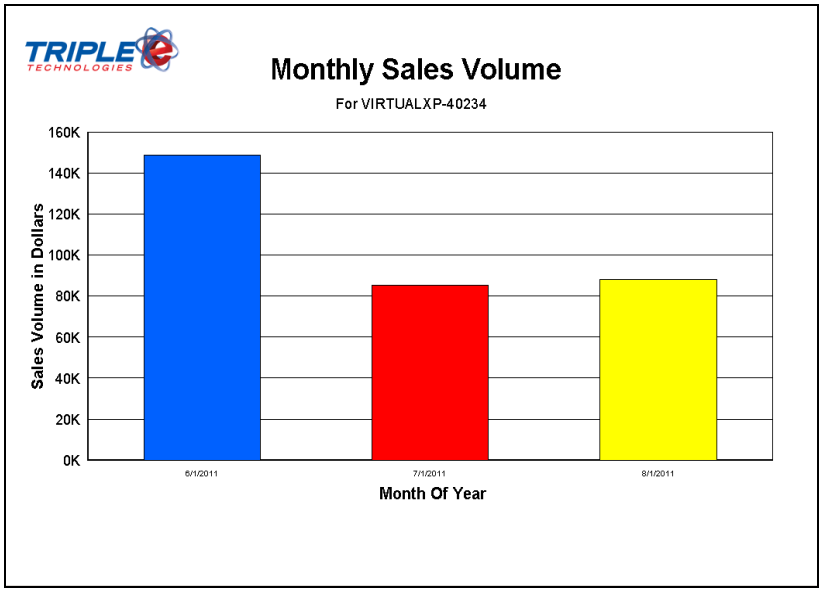


2. Specify the following **Parameter Fields** value by selecting corresponding values from **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

3. Click **OK** at screen bottom; report displays:



4. Review the following:

   For [*Site Name*]: Company location for which report data pertains.

   Sales Volume in Dollars: Total sales in dollars for location and calendar month(s) specified.

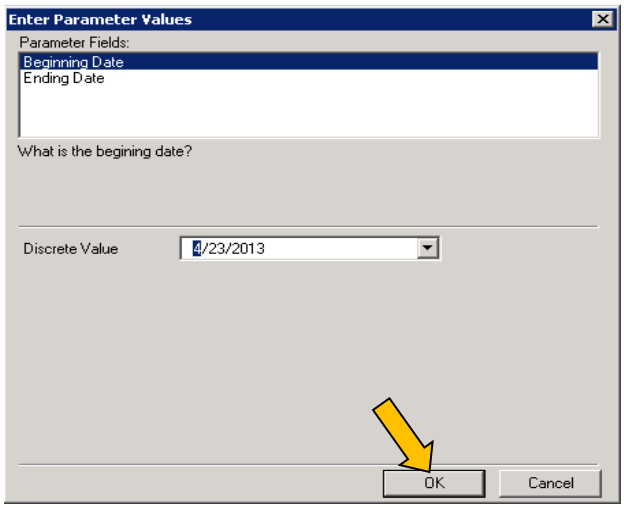
   Month Of Year: Calendar month for which report data pertains.

No Sale Reasons

This report details daily no sale transactions for location and date range specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:

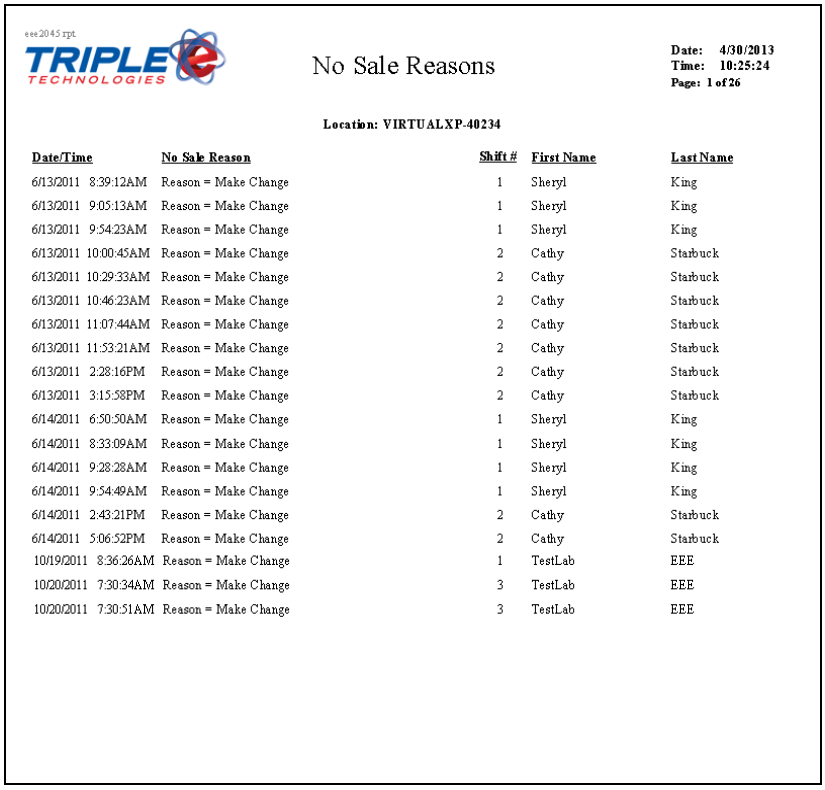


2. Specify the following **Parameter Fields** value by selecting corresponding values from **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

No Sale Reasons

Date: 4/30/2013
Time: 10:25:24
Page: 1 of 26

Location: VIRTUALXP-40234

Date/Time	No Sale Reason	Shift #	First Name	Last Name
6/13/2011 8:39:12AM	Reason = Make Change	1	Sheryl	King
6/13/2011 9:05:13AM	Reason = Make Change	1	Sheryl	King
6/13/2011 9:54:23AM	Reason = Make Change	1	Sheryl	King
6/13/2011 10:00:45AM	Reason = Make Change	2	Cathy	Starbuck
6/13/2011 10:29:33AM	Reason = Make Change	2	Cathy	Starbuck
6/13/2011 10:46:23AM	Reason = Make Change	2	Cathy	Starbuck
6/13/2011 11:07:44AM	Reason = Make Change	2	Cathy	Starbuck
6/13/2011 11:53:21AM	Reason = Make Change	2	Cathy	Starbuck
6/13/2011 2:28:16PM	Reason = Make Change	2	Cathy	Starbuck
6/13/2011 3:15:58PM	Reason = Make Change	2	Cathy	Starbuck
6/14/2011 6:50:50AM	Reason = Make Change	1	Sheryl	King
6/14/2011 8:33:09AM	Reason = Make Change	1	Sheryl	King
6/14/2011 9:28:28AM	Reason = Make Change	1	Sheryl	King
6/14/2011 9:54:49AM	Reason = Make Change	1	Sheryl	King
6/14/2011 2:43:21PM	Reason = Make Change	2	Cathy	Starbuck
6/14/2011 5:06:52PM	Reason = Make Change	2	Cathy	Starbuck
10/19/2011 8:36:26AM	Reason = Make Change	1	TestLab	EEE
10/20/2011 7:30:34AM	Reason = Make Change	3	TestLab	EEE
10/20/2011 7:30:51AM	Reason = Make Change	3	TestLab	EEE

4. Review the following:

   Date: Report run date, in MM/DD/YYYY format (e.g., ‘11/10/2013’).

   Time: Report run time, in HH:MM:SS format (e.g., ’10:25:24’).

   Page: Report page number **of** total report pages.

   Date/Time: No Sale transaction date and time.

   No Sale Reason: No Sale transaction reason code.

   Shift Number: Work shift on which No Sale transaction occurred.

   First Name*:* First name of employee making No Sale transaction.

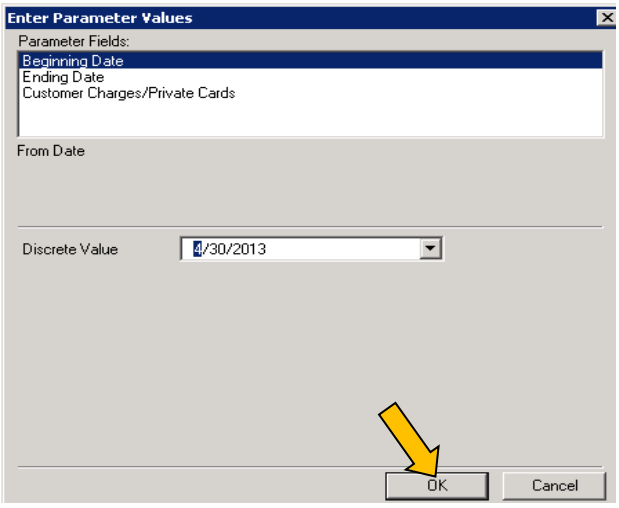
   Last Name*:* Last name of employee making No Sale transaction.

On Account Charges

This report details invoiced customer sales transaction charges by date and reporting period specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



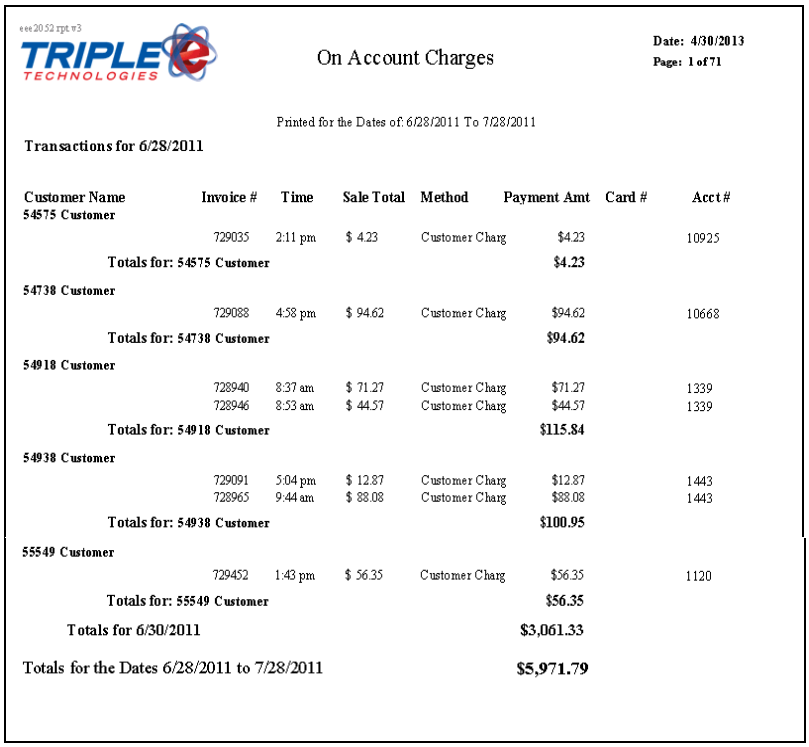
2. Specify the following **Parameter Fields** value by selecting corresponding values from **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

   Customer Charges/Private Cards: Display either customer charges only, private card charges only, or both customer charges and private card charges.

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

On Account Charges

Date: 4/30/2013
Page: 1 of 71

Printed for the Dates of: 6/28/2011 To 7/28/2011

Transactions for 6/28/2011

Customer Name	Invoice #	Time	Sale Total	Method	Payment Amt	Card #	Acct #
54575 Customer							
	729035	2:11 pm	$ 4.23	Customer Charg	$4.23		10925
Totals for: 54575 Customer					**$4.23**		
54738 Customer							
	729088	4:58 pm	$ 94.62	Customer Charg	$94.62		10668
Totals for: 54738 Customer					**$94.62**		
54918 Customer							
	728940	8:37 am	$ 71.27	Customer Charg	$71.27		1339
	728946	8:53 am	$ 44.57	Customer Charg	$44.57		1339
Totals for: 54918 Customer					**$115.84**		
54938 Customer							
	729091	5:04 pm	$ 12.87	Customer Charg	$12.87		1443
	728965	9:44 am	$ 88.08	Customer Charg	$88.08		1443
Totals for: 54938 Customer					**$100.95**		
55549 Customer							
	729452	1:43 pm	$ 56.35	Customer Charg	$56.35		1120
Totals for: 55549 Customer					**$56.35**		
Totals for 6/30/2011					**$3,061.33**		
Totals for the Dates 6/28/2011 to 7/28/2011					**$5,971.79**		

4. Review the following:

Date: System-generated report date in MM/DD/YYYY format (e.g., '11/10/2013').

Page: Report page number **of** total report pages.

Printed for the Dates of: Inclusive dates for which report pertains.

Transactions for [*Date*]: Date for which customer sales transaction data pertains.

Customer: Unique name identifying customer.

Invoice #: Unique number identifying customer invoice.

Time: Sales transaction time, in HH:MM am/pm format (e.g., '12: 23 pm').

Sale Total: Sales transaction total dollar amount.

Method: Sales transaction payment type.

Payment Amt: Sales transaction payment dollar amount.

Card #: Unique number identifying payment card.

Acct #: Unique number identifying customer account.

Totals for: [*Customer Name*]: Total sales transaction payment dollar amount for customer on date specified.

Totals for: [*Date*]: Total sales transaction payment dollar amount for all customers on date specified.

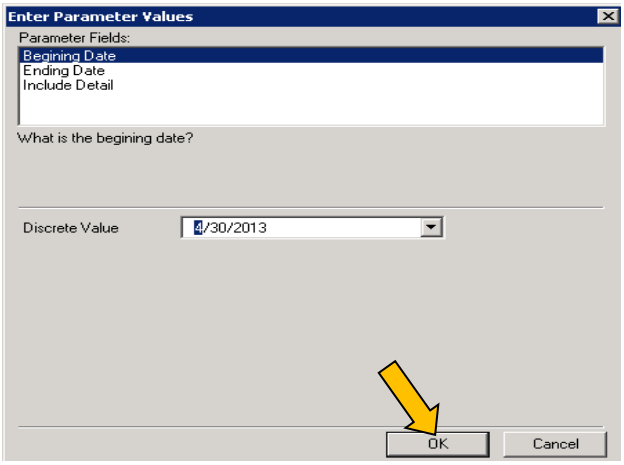
Totals for the Dates [*MM/DD/YY to MM/DD/YY*]: Total sales transaction payment dollar amount for all customers and reporting period specified.

"Other Payment" Details

This report details transaction payments made other than by customer charge or private card for dates and reporting period specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



2. Specify the following **Parameter Fields** value by selecting corresponding values from **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

   Include Detail: Display details of each transaction (either 'True' or 'False').

3. Click **OK** at screen bottom; report displays:

"Other Payment" Details

Date: 4/30/2013
Page: 1 of 87

Printed for the Dates of: 12/28/2010 To 4/30/2013

Transactions for 5/25/2011

Time	Employee	Invoice #	Payment Description		Amount
16:56	Cathy Starbuck	722442	Miscellaneous		49.95
			Totals for Miscellaneous	**49.95**	
			Totals for 5/25/2011	**49.95**	

Transactions for 1/22/2013

Time	Employee	Invoice #	Payment Description		Amount
11:40		751248			5.15
			Totals for	**5.15**	
			Totals for 1/22/2013	**5.15**	
			Total for the dates of: 12/28/2010 through 4/30/2013	**9,466.09**	

4. Review the following:

   Date: System-generated report date, in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates for which report pertains.

   Transactions for [*Date*]: Date for which sales transaction data pertains.

Time: Sales transaction time, in HH:MM format (e.g., ’10:23’).

Employee: Employee first and last name (if applicable).

Invoice #: Unique number identifying invoice.

Payment Description: Sales transaction payment type (e.g., ‘Miscellaneous’).

Amount: Sales transaction total payment amount.

Totals for [*Payment Description*]: Total sales transaction payments of type specified (e.g., ‘Miscellaneous’).

Totals for [*Date*]: Total sales transaction payments by all types on date specified.

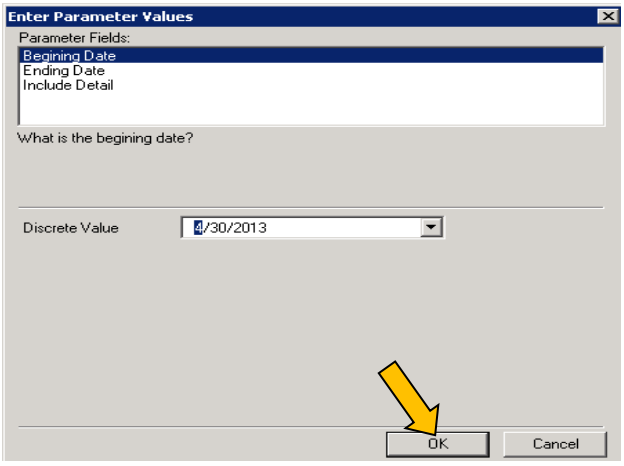
Total for the Dates [*MM/DD/YY to MM/DD/YY*]: Total sales transaction payment dollar amount for all customers and reporting period specified.

Paid Outs by Date and Category

This report provides both summary and detailed history of paidouts by date and category for non-sales related cash out options such as deliveries and donations.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



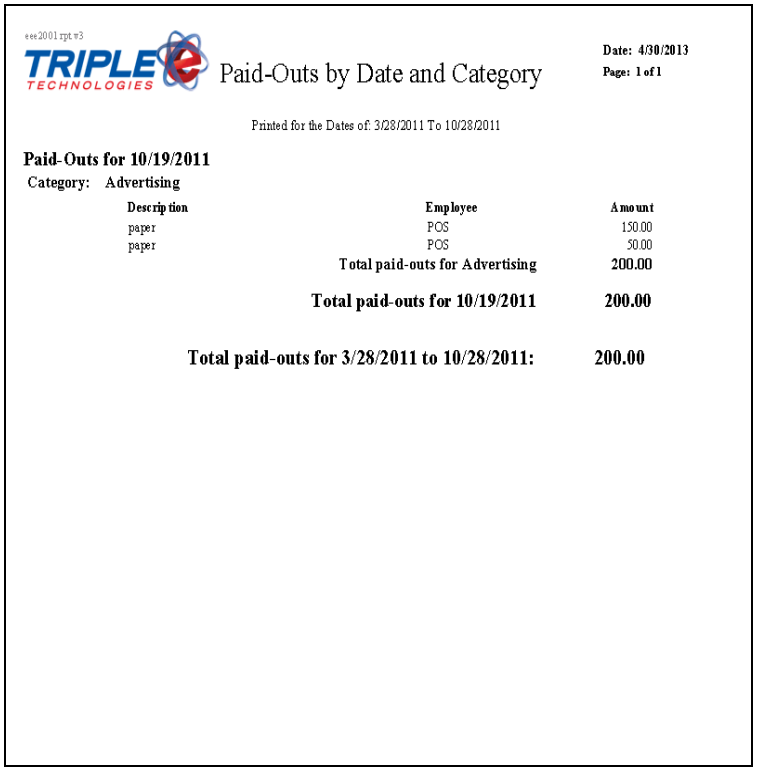
2. Specify the following **Parameter Fields** value by selecting corresponding values from **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

Include Detail: Display details of each sales transaction (either 'True' or 'False').

3. Click **OK** at screen bottom; report displays:



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TRIPLE E TECHNOLOGIES

Paid-Outs by Date and Category

Date: 4/30/2013
Page: 1 of 1

Printed for the Dates of: 3/28/2011 To 10/28/2011

Paid-Outs for 10/19/2011

Category: Advertising

Description	Employee	Amount
paper	POS	150.00
paper	POS	50.00
	Total paid-outs for Advertising	**200.00**
	Total paid-outs for 10/19/2011	**200.00**
	Total paid-outs for 3/28/2011 to 10/28/2011:	**200.00**

4. Review the following:

   Date: System-generated report date, in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates for which report pertains.

   Paid-Outs for [*Date*]: Date for which paid-out transaction data pertains.

   Category: Unique name or brief text identifying category.

   Description: Unique name or brief text identifying item.

   Employee: Employee workstation where paid-out transaction performed

   Amount: Transaction payment amount.

   Total paid outs for [*Category*]: Total paid-out transaction dollar amount for category specified (e.g., 'Advertising').

   Total paid-outs for [*Date*]: Total paid-out transaction dollar amount for all categories on date specified.

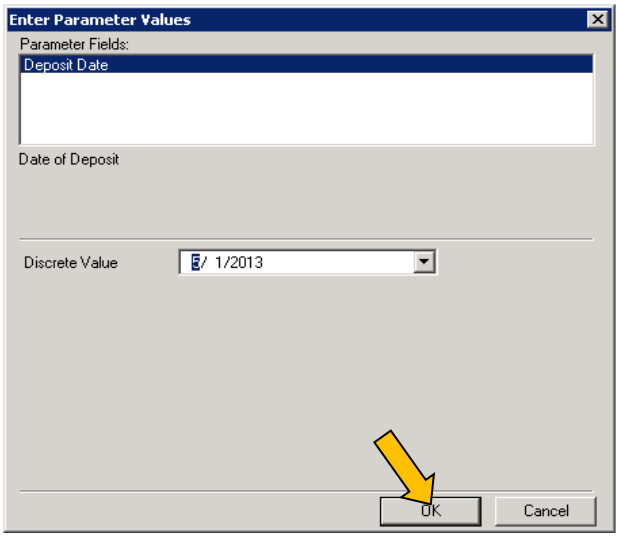
   Total paid-outs for [*MM/DD/YYYY to MM/DD/YYYY*]: Total paid out transaction dollar amount for all categories for reporting period specified.

Payment Details

This report provides detail of customer account payment deposits for date specified.

To generate report:

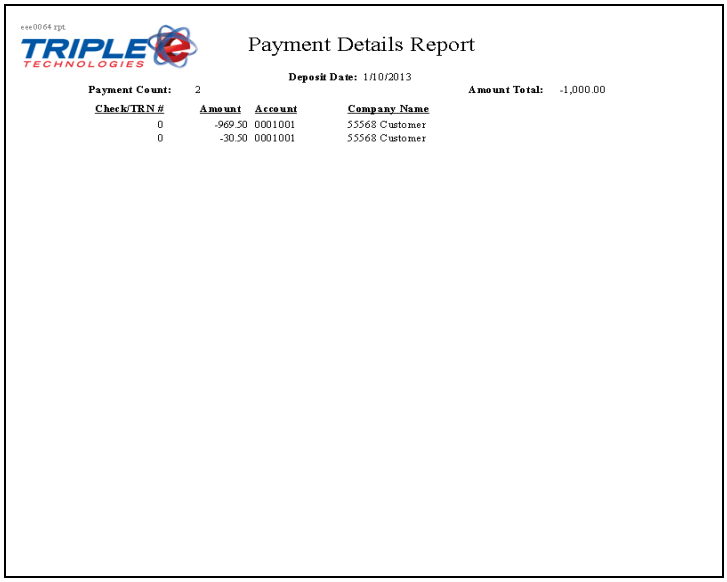
1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



2. Specify the following **Parameter Fields** value by selecting corresponding values from **Discrete Value** window:

   Deposit Date: Include customer payment activity only for deposit date specified.

3. Click **OK** at screen bottom; report displays:



4. Review the following:

   Deposit Date: Customer payment deposit date, in MM/DD/YYYY format (e.g., '11/10/2013').

   Payment Count: Number of customer payment deposit items.

   Amount Total: Dollar total of all customer payment deposit items.

   Check/TRN #: Unique check or transaction number identifying customer payment item.

   Amount: Dollar total of customer payment deposit item.

   Account: Unique number identifying customer account.

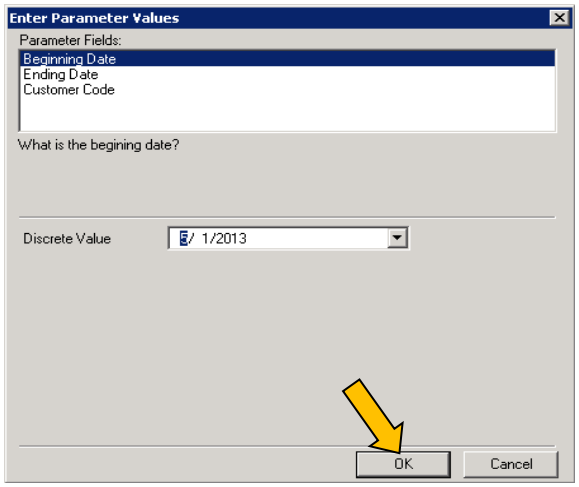
   Company Name: Unique name identifying customer account.

Payment History

This report provides historical detail of customer account payment and adjustment activity for reporting period specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



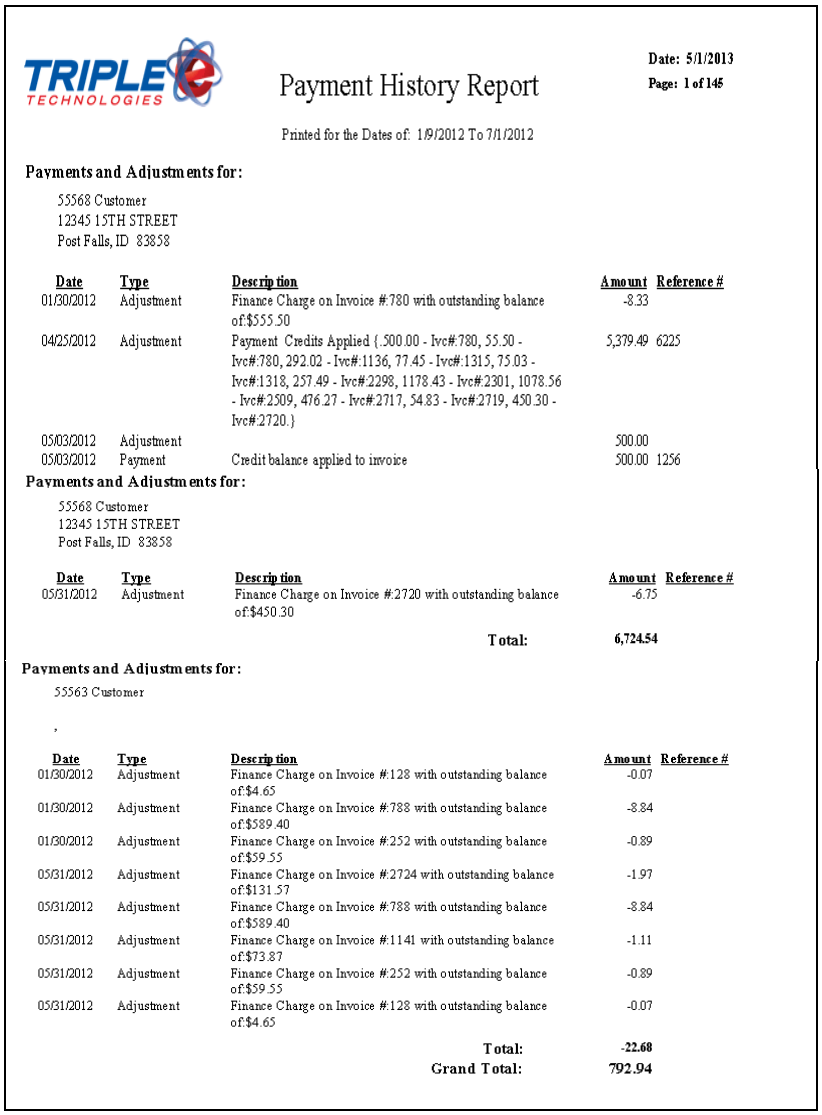
2. Specify the following **Parameter Fields** value by selecting or typing corresponding values in **Discrete Value** window, as appropriate:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

   Customer Code: Either all customers or unique number identifying specific customer.

3. Click **OK** at screen bottom; report displays:



TRIPLE e TECHNOLOGIES

Payment History Report

Date: 5/1/2013
Page: 1 of 145

Printed for the Dates of: 1/9/2012 To 7/1/2012

Payments and Adjustments for:

55568 Customer
12345 15TH STREET
Post Falls, ID 83858

Date	Type	Description	Amount	Reference #
01/30/2012	Adjustment	Finance Charge on Invoice #:780 with outstanding balance of:$555.50	-8.33	
04/25/2012	Adjustment	Payment Credits Applied {.500.00 - Ivc#:780, 55.50 - Ivc#:780, 292.02 - Ivc#:1136, 77.45 - Ivc#:1315, 75.03 - Ivc#:1318, 257.49 - Ivc#:2298, 1178.43 - Ivc#:2301, 1078.56 - Ivc#:2509, 476.27 - Ivc#:2717, 54.83 - Ivc#:2719, 450.30 - Ivc#:2720.}	5,379.49	6225
05/03/2012	Adjustment		500.00	
05/03/2012	Payment	Credit balance applied to invoice	500.00	1256

Payments and Adjustments for:

55568 Customer
12345 15TH STREET
Post Falls, ID 83858

Date	Type	Description	Amount	Reference #
05/31/2012	Adjustment	Finance Charge on Invoice #:2720 with outstanding balance of:$450.30	-6.75	
		Total:	**6,724.54**	

Payments and Adjustments for:

55563 Customer

,

Date	Type	Description	Amount	Reference #
01/30/2012	Adjustment	Finance Charge on Invoice #:128 with outstanding balance of:$4.65	-0.07	
01/30/2012	Adjustment	Finance Charge on Invoice #:788 with outstanding balance of:$589.40	-8.84	
01/30/2012	Adjustment	Finance Charge on Invoice #:252 with outstanding balance of:$59.55	-0.89	
05/31/2012	Adjustment	Finance Charge on Invoice #:2724 with outstanding balance of:$131.57	-1.97	
05/31/2012	Adjustment	Finance Charge on Invoice #:788 with outstanding balance of:$589.40	-8.84	
05/31/2012	Adjustment	Finance Charge on Invoice #:1141 with outstanding balance of:$73.87	-1.11	
05/31/2012	Adjustment	Finance Charge on Invoice #:252 with outstanding balance of:$59.55	-0.89	
05/31/2012	Adjustment	Finance Charge on Invoice #:128 with outstanding balance of:$4.65	-0.07	
		Total:	**-22.68**	
		Grand Total:	**792.94**	

4. Review the following:

   Date: System-generated report date, in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates for which report data pertains.

   Payments and Adjustments for: Customer name and address for which report data applies.

   Date: Transaction date, in MM/DD/YYYY format (e.g., '10/19/2013').

   Type: Name identifying transaction category (e.g., 'Adjustment').

   Description: Brief text describing transaction.

   Amount: Transaction payment or adjustment (+/-) amount.

Reference #: Invoice number for which transaction applies.

Total: Net sum (+/-) of all payments and adjustments for customer specified.

Grand Total: Net sum (+/-) of all payments and adjustments for all customers specified.

Pending Settlements

This report lists customer credit card transactions that did not batch out with payment processor or otherwise awaiting transmission for processing and settlement.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; report displays:

2. Review the following:

   Date: System-generated report date, in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates for which report data pertains.

   Date: Transaction date, in MM/DD/YYYY format (e.g., '10/19/2013').

   Type: Name identifying transaction category (e.g., 'Adjustment').

   Description: Brief text describing transaction.

Amount: Transaction payment or adjustment (+/-) amount.

Reference #: Invoice number for which transaction applies.

Total: Net sum (+/-) of all payments and adjustments for customer specified.

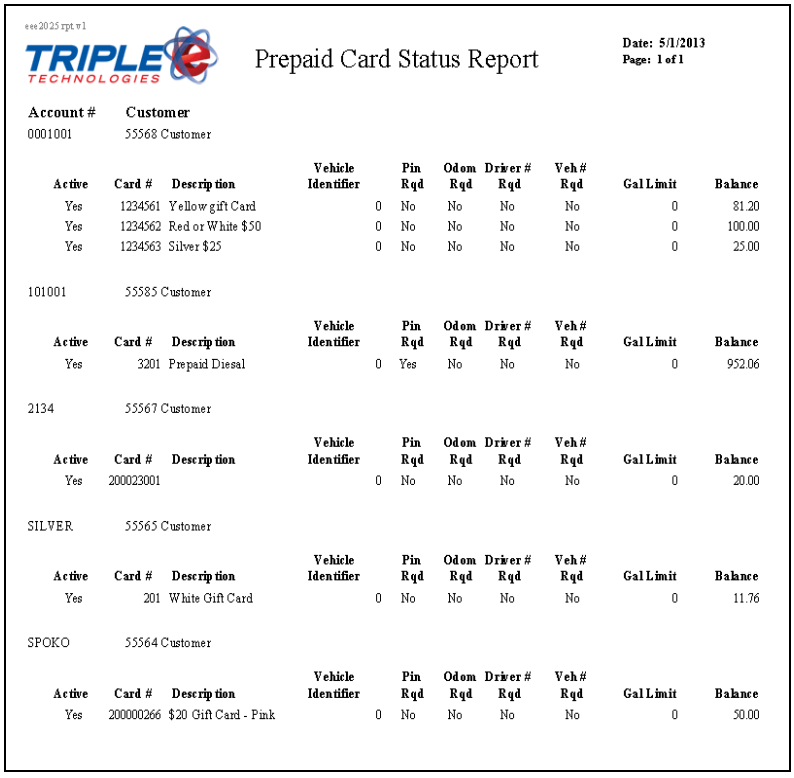
Grand Total: Net sum (+/-) of all payments and adjustments for all customers specified.

Prepaid Card Status

This report displays prepaid card setup and balance information by customer for report date specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Prepaid Card Status Report

Date: 5/1/2013
Page: 1 of 1

Account # **Customer**

0001001 55568 Customer

Active	Card #	Description	Vehicle Identifier	Pin Rqd	Odom Rqd	Driver # Rqd	Veh # Rqd	Gal Limit	Balance
Yes	1234561	Yellow gift Card	0	No	No	No	No	0	81.20
Yes	1234562	Red or White $50	0	No	No	No	No	0	100.00
Yes	1234563	Silver $25	0	No	No	No	No	0	25.00

101001 55585 Customer

Active	Card #	Description	Vehicle Identifier	Pin Rqd	Odom Rqd	Driver # Rqd	Veh # Rqd	Gal Limit	Balance
Yes	3201	Prepaid Diesal	0	Yes	No	No	No	0	952.06

2134 55567 Customer

Active	Card #	Description	Vehicle Identifier	Pin Rqd	Odom Rqd	Driver # Rqd	Veh # Rqd	Gal Limit	Balance
Yes	200023001		0	No	No	No	No	0	20.00

SILVER 55565 Customer

Active	Card #	Description	Vehicle Identifier	Pin Rqd	Odom Rqd	Driver # Rqd	Veh # Rqd	Gal Limit	Balance
Yes	201	White Gift Card	0	No	No	No	No	0	11.76

SPOKO 55564 Customer

Active	Card #	Description	Vehicle Identifier	Pin Rqd	Odom Rqd	Driver # Rqd	Veh # Rqd	Gal Limit	Balance
Yes	200000266	$20 Gift Card - Pink	0	No	No	No	No	0	50.00

2. Review the following:

Date: System-generated report date, in MM/DD/YYYY format (e.g., '11/10/2013').

Page: Report page number **of** total report pages.

Account #: Unique number or code identifying customer account.

Customer: Unique name identifying customer.

Active: Indicates whether card in use (either 'Yes' or 'No').

Card #: Unique number identifying card.

Description: Unique name identifying card.

Vehicle Identifier: Unique number identifying vehicle for which card use authorized, if applicable.

Pin Rqd: Indicates whether card requires PIN entry for use (either 'Yes' or 'No').

Odom Rqd: Indicates whether card requires odometer reading entry for use (either 'Yes' or 'No').

Driver # Rqd: Indicates whether card requires Driver ID entry for use (either 'Yes' or 'No').

Veh # Rqd: Indicates whether card requires Vehicle ID entry for use (either 'Yes' or 'No').

Gal Limit: Maximum fuel gallons for which card use authorized.

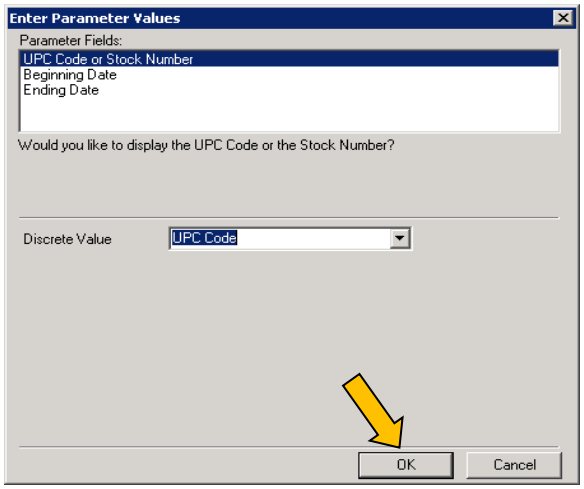
Balance: Remaining dollar amount for which card use authorized.

Price Change History

This report provides historical detail of inventory item cost and retail price changes (+/-) for reporting period specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



2. Specify the following **Parameter Fields** value by selecting corresponding values in **Discrete Value** window, as appropriate:

   UPC Code or Stock Number: Display report data by item identifier specified (either 'UPC Code' or 'Stock Number').

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

3. Click **OK** at screen bottom; report displays:

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TRIPLE e TECHNOLOGIES

Date: 5/1/2013
Page: 1 of 5

Price Change History Report

Printed for the Dates of: 11/24/2011 To 5/1/2013

Product Description	StockNumber	Date of Price Change	Cost	Retail	Previous Retail
5 GAL PH 30	00737434597 87	1/9/2013 8:00:00AM	42.50	70.83	60.59
All Fountain Supplies	1128	9/20/2012 3:59:00PM	1.00	0.00	
apple	893919001307	5/3/2012 3:58:08PM	0.65	5.26	
apple	893919001306	5/3/2012 3:54:35PM	0.56	2.65	
bad		4/30/2012 2:56:16PM	1.00	1.00	
Bandaids 100 pack	BAND	9/11/2012 11:57:00AM	5.00	7.00	
Beginning Balance	980654	4/4/2013 1:46:43PM	0.00	976.81	
bison smoked	893919001311	5/7/2012 1:23:55PM	1.49	2.49	
BRISK LEMONADE	012000002731	9/20/2012 4:31:00PM	1.05	1.59	1.59
brown box	895347000636	3/19/2013 12:00:00AM	5.00	6.00	5.99
brown box	895347000636	5/11/2012 2:09:35PM	5.00	5.99	
BUD 12 CAN	0018200110474	1/25/2012 10:23:00AM	9.90	12.90	11.19
BUD 18PK CN	018200112188	10/19/2012 9:03:00AM	12.00	15.50	15.50
BUD 18PK CN	018200112188	10/19/2012 9:02:00AM	12.00	15.50	15.50
BUD 18PK CN	018200112188	10/19/2012 8:59:00AM	12.00	15.50	16.20
BUD 18PK CN	018200112188	10/19/2012 8:57:00AM	12.00	16.20	15.99
CAMEL 99 BX. F.F.	0012300200592	1/14/2013 12:00:00AM	3.59	5.00	5.65
SPRITE - 12OZ CAN - 12 PACK	1186	9/20/2012 3:59:00PM	0.00	4.95	4.95
TAZO BRAMBLEBERRY TEA	0794522904006	9/20/2012 4:31:00PM	1.20	1.79	1.79
TAZO ORGANIC BLACK TEA	0794522915002	9/20/2012 4:31:00PM	1.20	1.79	1.79
Tea - 16 oz	1115	9/20/2012 3:59:00PM	0.00	0.61	0.61
Tea - 20 oz	1116	9/20/2012 3:59:00PM	0.00	0.80	0.80
Tea - 32 oz	1117	9/20/2012 3:59:00PM	0.00	0.99	0.99
THROWBACK MT DEW	0012000032431	9/20/2012 4:31:00PM	1.05	1.59	1.59
THROWBACK PEPSI	0012000030659	9/20/2012 4:31:00PM	1.05	1.59	1.59

4. Review the following:

   Date: System-generated report date, in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates for which report data pertains.

   Product Description: Unique name or brief text identifying inventory item.

   Stock Number/UPC Code: Unique number identifying inventory item.

   Date of Price Change: Inventory item price change effective date.

   Cost: Inventory item vendor price.

   Retail: Inventory item customer price.

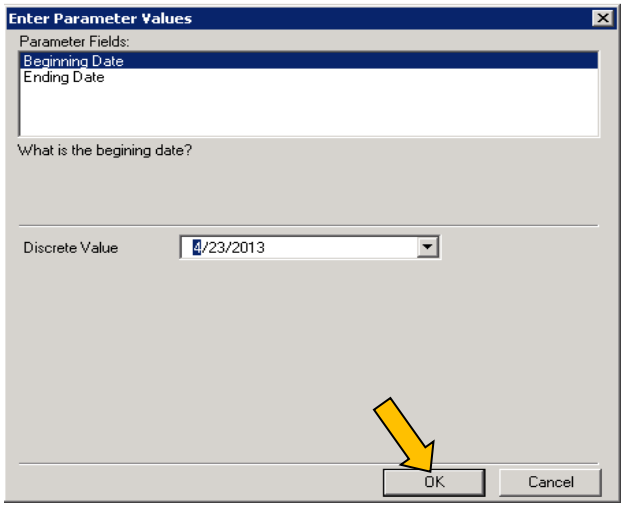
   Previous Retail: Inventory item retail price before change.

Private Card Fuel Sales by Dispenser

This report shows private card fuel sales dollar and dispensed gallon totals per dispenser for site and date range specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:

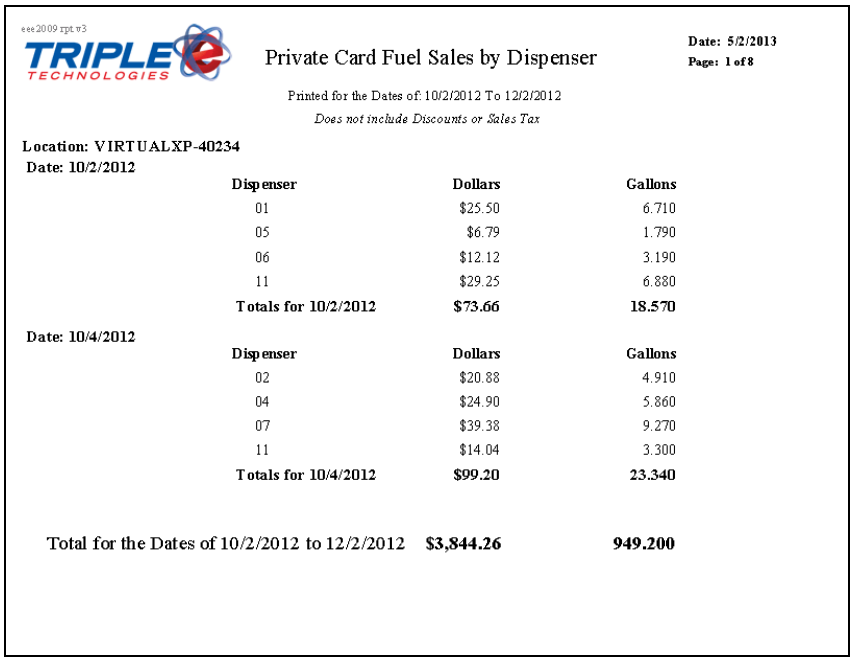


2. Specify the following **Parameter Fields** value by selecting corresponding values from **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Private Card Fuel Sales by Dispenser

Date: 5/2/2013
Page: 1 of 8

Printed for the Dates of: 10/2/2012 To 12/2/2012

Does not include Discounts or Sales Tax

Location: VIRTUALXP-40234

Date: 10/2/2012

Dispenser	Dollars	Gallons
01	$25.50	6.710
05	$6.79	1.790
06	$12.12	3.190
11	$29.25	6.880
Totals for 10/2/2012	**$73.66**	**18.570**

Date: 10/4/2012

Dispenser	Dollars	Gallons
02	$20.88	4.910
04	$24.90	5.860
07	$39.38	9.270
11	$14.04	3.300
Totals for 10/4/2012	**$99.20**	**23.340**

Total for the Dates of 10/2/2012 to 12/2/2012	**$3,844.26**	**949.200**

4. Review the following:

   Date: Report date, in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the Date of: Date for which report pertains.

   Location: Unique name identifying site.

   Date: Sales transaction date, in MM/DD/YYYY format (e.g., '10/19/2013').

   Dispenser: Unique number identifying dispenser.

   Dollars: Dollar total of product dispensed on date specified.

   Gallons: Gallon total of product dispensed on date specified.

   Totals for [*Date*]: Dollar and gallon totals of product dispensed for all location dispensers on date specified.

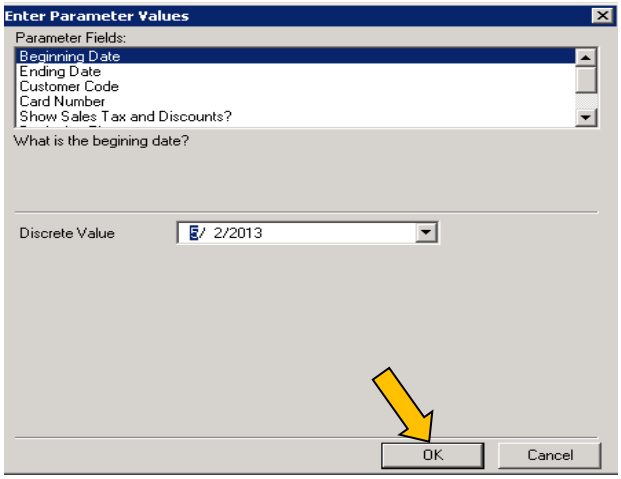
   Totals for the Dates of [*MM/DD/YY to MM/DD/YY*]: Dollar and gallon totals of product dispensed for all location dispensers for reporting period specified.

Private Card Sales by Customer and Card

This report provides detailed customer private card transaction information by either site or card number for date range specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



2. Specify the following **Parameter Fields** value by selecting corresponding values from **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

   Customer Code: Either all customers or unique number identifying specific customer.

   Card Number: Unique number identifying payment card.

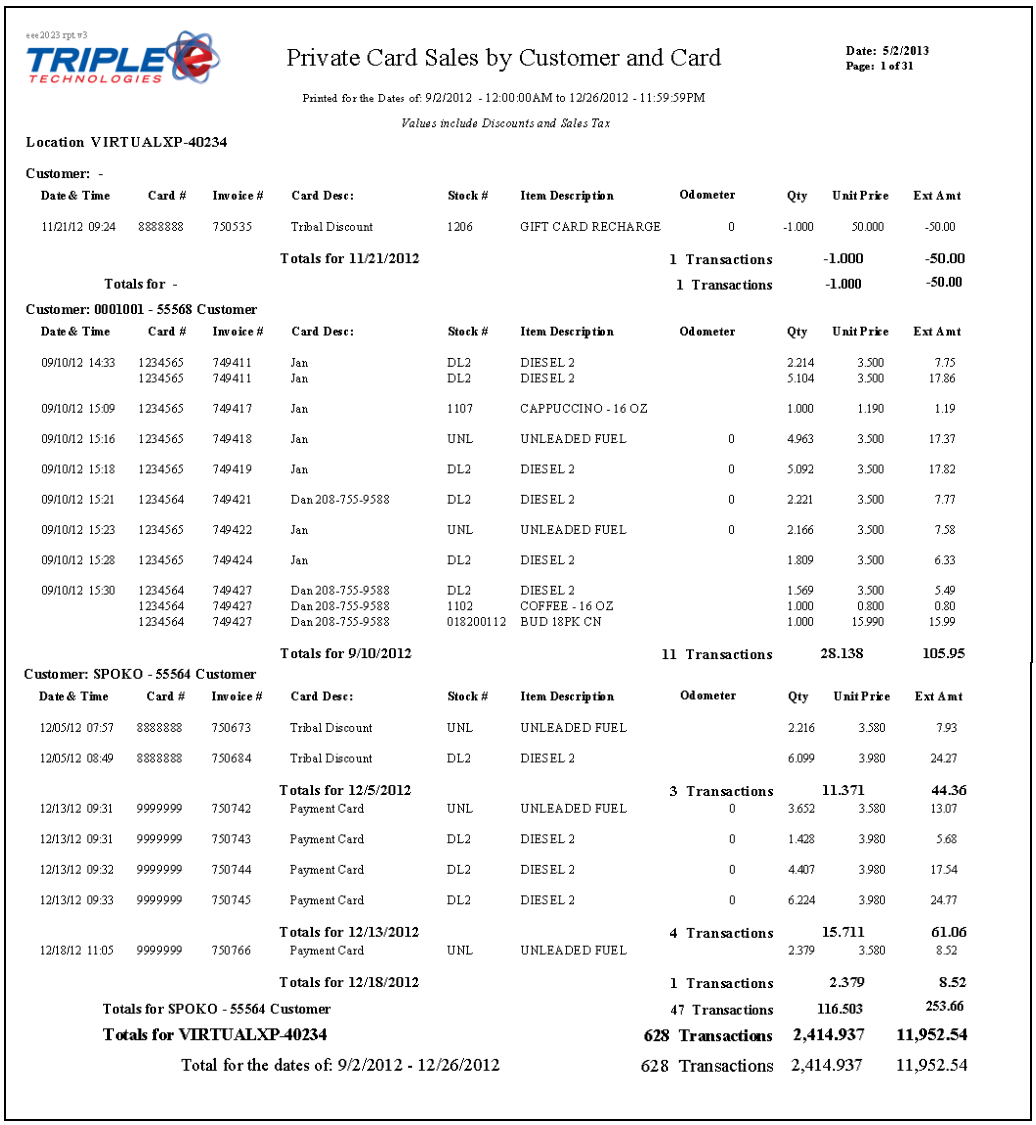
   Show Sales Tax and Discounts?: Display sales tax and discounted sales totals (either 'Yes' or 'No').

   Beginning Time: Only include activity *on or after* time specified.

   Ending time: Only include activity *on or before* time specified.

   Group Records By: Sort sales transactions in sequence specified (either by 'Location' or by 'Card Number').

3. Click **OK** at screen bottom; report displays:



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TRIPLE E TECHNOLOGIES

Private Card Sales by Customer and Card

Date: 5/2/2013
Page: 1 of 31

Printed for the Dates of: 9/2/2012 - 12:00:00AM to 12/26/2012 - 11:59:59PM

Values include Discounts and Sales Tax

Location VIRTUALXP-40234

Customer: -

Date & Time	Card #	Invoice #	Card Desc:	Stock #	Item Description	Odometer	Qty	Unit Price	Ext Amt
11/21/12 09:24	8888888	750535	Tribal Discount	1206	GIFT CARD RECHARGE	0	-1.000	50.000	-50.00
			Totals for 11/21/2012			**1 Transactions**		**-1.000**	**-50.00**
			Totals for -			**1 Transactions**		**-1.000**	**-50.00**

Customer: 0001001 - 55568 Customer

Date & Time	Card #	Invoice #	Card Desc:	Stock #	Item Description	Odometer	Qty	Unit Price	Ext Amt
09/10/12 14:33	1234565	749411	Jan	DL2	DIESEL 2		2.214	3.500	7.75
	1234565	749411	Jan	DL2	DIESEL 2		5.104	3.500	17.86
09/10/12 15:09	1234565	749417	Jan	1107	CAPPUCCINO - 16 OZ		1.000	1.190	1.19
09/10/12 15:16	1234565	749418	Jan	UNL	UNLEADED FUEL	0	4.963	3.500	17.37
09/10/12 15:18	1234565	749419	Jan	DL2	DIESEL 2	0	5.092	3.500	17.82
09/10/12 15:21	1234564	749421	Dan 208-755-9588	DL2	DIESEL 2	0	2.221	3.500	7.77
09/10/12 15:23	1234565	749422	Jan	UNL	UNLEADED FUEL	0	2.166	3.500	7.58
09/10/12 15:28	1234565	749424	Jan	DL2	DIESEL 2		1.809	3.500	6.33
09/10/12 15:30	1234564	749427	Dan 208-755-9588	DL2	DIESEL 2		1.569	3.500	5.49
	1234564	749427	Dan 208-755-9588	1102	COFFEE - 16 OZ		1.000	0.800	0.80
	1234564	749427	Dan 208-755-9588	018200112	BUD 18PK CN		1.000	15.990	15.99
			Totals for 9/10/2012			**11 Transactions**		**28.138**	**105.95**

Customer: SPOKO - 55564 Customer

Date & Time	Card #	Invoice #	Card Desc:	Stock #	Item Description	Odometer	Qty	Unit Price	Ext Amt
12/05/12 07:57	8888888	750673	Tribal Discount	UNL	UNLEADED FUEL		2.216	3.580	7.93
12/05/12 08:49	8888888	750684	Tribal Discount	DL2	DIESEL 2		6.099	3.980	24.27
			Totals for 12/5/2012			**3 Transactions**		**11.371**	**44.36**
12/13/12 09:31	9999999	750742	Payment Card	UNL	UNLEADED FUEL	0	3.652	3.580	13.07
12/13/12 09:31	9999999	750743	Payment Card	DL2	DIESEL 2	0	1.428	3.980	5.68
12/13/12 09:32	9999999	750744	Payment Card	DL2	DIESEL 2	0	4.407	3.980	17.54
12/13/12 09:33	9999999	750745	Payment Card	DL2	DIESEL 2	0	6.224	3.980	24.77
			Totals for 12/13/2012			**4 Transactions**		**15.711**	**61.06**
12/18/12 11:05	9999999	750766	Payment Card	UNL	UNLEADED FUEL		2.379	3.580	8.52
			Totals for 12/18/2012			**1 Transactions**		**2.379**	**8.52**
			Totals for SPOKO - 55564 Customer			**47 Transactions**		**116.503**	**253.66**
			Totals for VIRTUALXP-40234			**628 Transactions**		**2,414.937**	**11,952.54**
			Total for the dates of: 9/2/2012 - 12/26/2012			628 Transactions		2,414.937	11,952.54

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates for which report pertains.

   Location: Unique name identifying customer site.

   Customer: [Customer name and *Account Number*]: Unique name and code or number identifying customer.

   Date & Time: Sales transaction date and time.

   Card #: Unique number identifying payment card.

   Invoice #: Unique number identifying invoice on which sale billed.

   Card Desc: Unique name or brief text identifying payment card.

Stock #: Unique number or code identifying item.

Item Description: Unique name or brief text identifying item.

Odometer: Vehicle odometer reading at sales transaction date and time.

Qty: Item quantity, per specified unit of measure.

Unit Price: Item price per unit; item customer cost, per specified unit of measure.

Ext Amount: Sale extended amount (**Quantity** value x **Unit Price** value).

Total for [*Date*]: Customer total sales dollar amount and transaction count for date and location within site specified.

Total for [*Customer Name and Account Number*]: Customer total sales dollar amount and transaction count for date range specified.

Total for [*Location*]: Site total sales dollar amount and transaction count for all customers for reporting period specified.

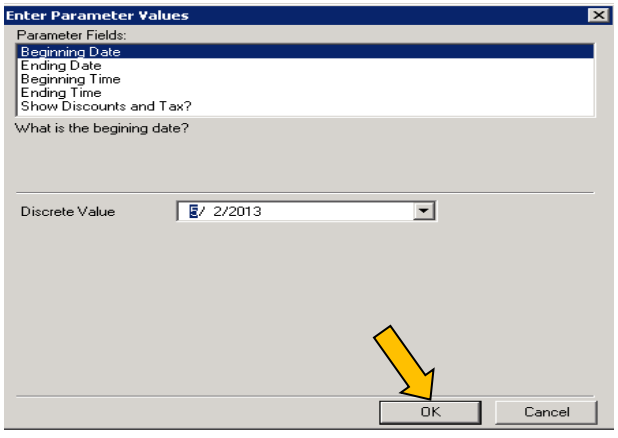
Total for the Dates of [*MM/DD/YYYY - MM/DD/YYYY*]: Total sales dollar amount and transaction count for all sites for reporting period specified.

Private Card Sales Summary

This report summarizes private card sales transaction information by site for date range specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



2. Specify the following **Parameter Fields** value by selecting corresponding values from **Discrete Value** window:

Beginning Date: Only include activity *on or after* date specified.

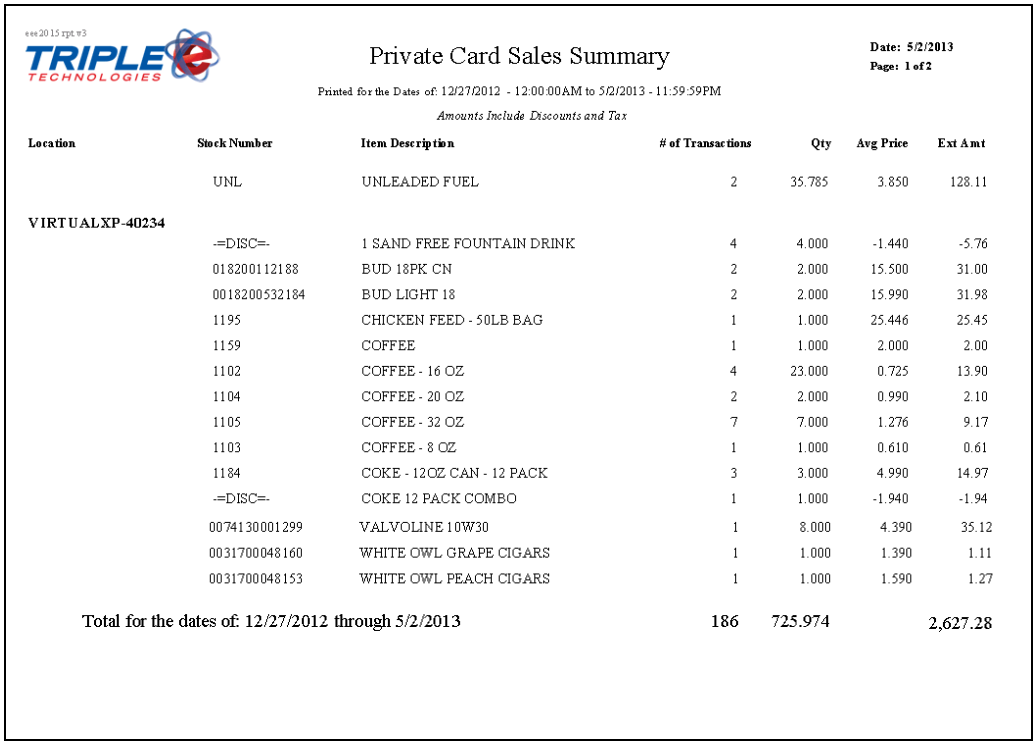
Ending Date: Only include activity *on or before* date specified.

Beginning Time: Only include activity *on or after* time specified.

Ending time: Only include activity *on or before* time specified.

Show Sales Tax and Discounts?: Display sales tax and discounted sales totals (either 'Yes' or 'No').

3. Click **OK** at screen bottom; report displays:



TRIPLE E TECHNOLOGIES

Private Card Sales Summary

Date: 5/2/2013
Page: 1 of 2

Printed for the Dates of: 12/27/2012 - 12:00:00AM to 5/2/2013 - 11:59:59PM

Amounts Include Discounts and Tax

Location	Stock Number	Item Description	# of Transactions	Qty	Avg Price	Ext Amt
	UNL	UNLEADED FUEL	2	35.785	3.850	128.11
VIRTUALXP-40234						
	-=DISC=-	1 SAND FREE FOUNTAIN DRINK	4	4.000	-1.440	-5.76
	018200112188	BUD 18PK CN	2	2.000	15.500	31.00
	0018200532184	BUD LIGHT 18	2	2.000	15.990	31.98
	1195	CHICKEN FEED - 50LB BAG	1	1.000	25.446	25.45
	1159	COFFEE	1	1.000	2.000	2.00
	1102	COFFEE - 16 OZ	4	23.000	0.725	13.90
	1104	COFFEE - 20 OZ	2	2.000	0.990	2.10
	1105	COFFEE - 32 OZ	7	7.000	1.276	9.17
	1103	COFFEE - 8 OZ	1	1.000	0.610	0.61
	1184	COKE - 12OZ CAN - 12 PACK	3	3.000	4.990	14.97
	-=DISC=-	COKE 12 PACK COMBO	1	1.000	-1.940	-1.94
	0074130001299	VALVOLINE 10W30	1	8.000	4.390	35.12
	0031700048160	WHITE OWL GRAPE CIGARS	1	1.000	1.390	1.11
	0031700048153	WHITE OWL PEACH CIGARS	1	1.000	1.590	1.27
Total for the dates of: 12/27/2012 through 5/2/2013			186	725.974		2,627.28

4. Review the following:

Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

Page: Report page number **of** total report pages.

Printed for the Dates of: Inclusive dates for which report pertains.

Location: Unique name identifying customer site.

Stock #: Unique number or code identifying item.

Item Description: Unique name or brief text identifying item.

# of Transactions: Number of sales transactions for specified item.

Qty: Item quantity, per specified unit of measure.

Avg Price: Item average retail price.

Ext Amount: Sale extended amount (**Quantity** value x **Unit Price** value).

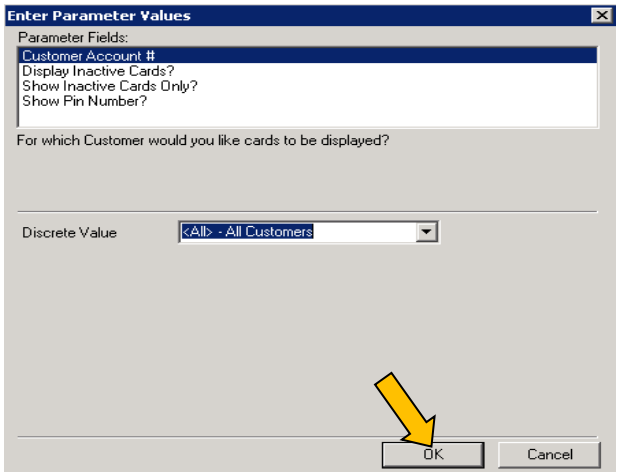
Total for the Dates of [*MM/DD/YYYY through MM/DD/YYYY*]: Total site transaction count and sales dollar amount for reporting period specified.

Private Card List

This report summarizes current customer setup up information for active and/or inactive private card accounts.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



2. Specify the following **Parameter Fields** value by selecting corresponding values from **Discrete Value** window:

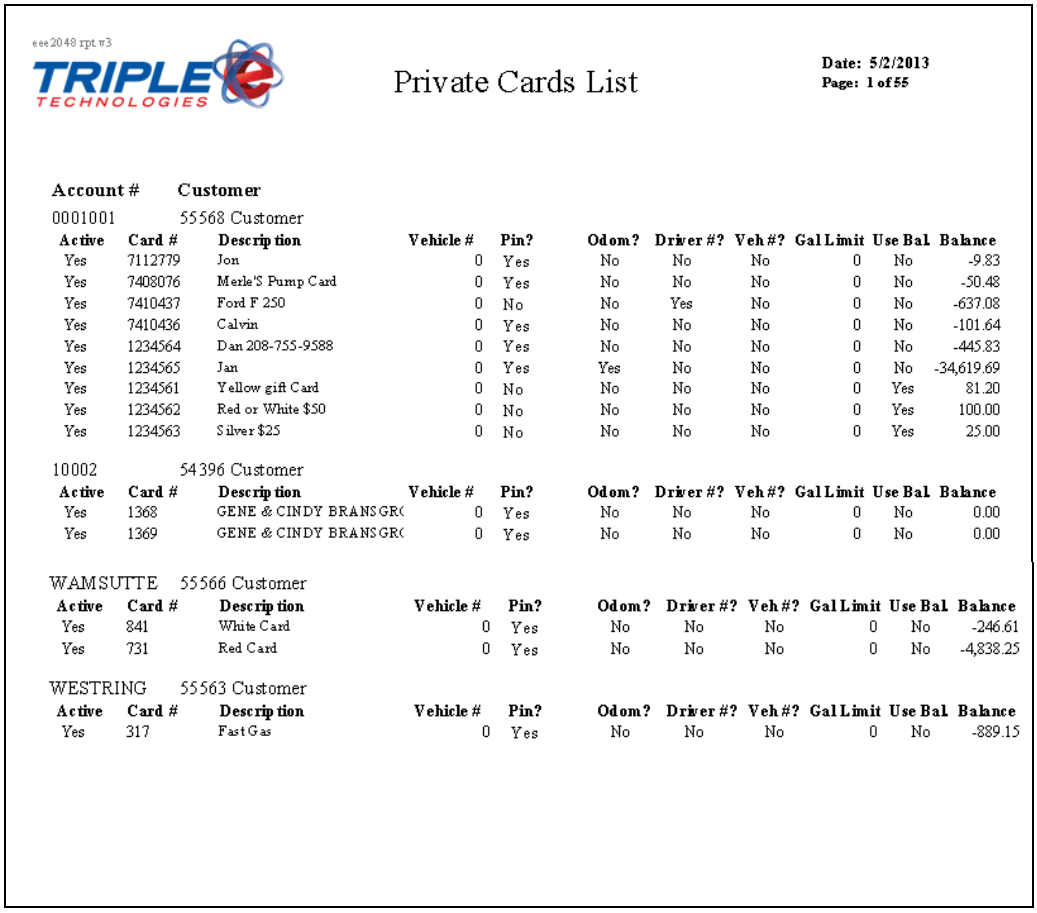
   Customer Account #: Display information for either 'All Customers' or specified customer only.

   Display Inactive Cards?: Include inactive card information in report (either 'Yes' or 'No').

   Show Inactive Cards Only?: Include only inactive card information in report (either 'Yes' or 'No').

   Show Pin Number?: Include customer PIN information in report (either 'Yes' or 'No')

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Private Cards List

Date: 5/2/2013
Page: 1 of 55

Account # **Customer**

0001001 55568 Customer

Active	Card #	Description	Vehicle #	Pin?	Odom?	Driver #?	Veh #?	Gal Limit	Use Bal	Balance
Yes	7112779	Jon	0	Yes	No	No	No	0	No	-9.83
Yes	7408076	Merle'S Pump Card	0	Yes	No	No	No	0	No	-50.48
Yes	7410437	Ford F 250	0	No	No	Yes	No	0	No	-637.08
Yes	7410436	Calvin	0	Yes	No	No	No	0	No	-101.64
Yes	1234564	Dan 208-755-9588	0	Yes	No	No	No	0	No	-445.83
Yes	1234565	Jan	0	Yes	Yes	No	No	0	No	-34,619.69
Yes	1234561	Yellow gift Card	0	No	No	No	No	0	Yes	81.20
Yes	1234562	Red or White $50	0	No	No	No	No	0	Yes	100.00
Yes	1234563	Silver $25	0	No	No	No	No	0	Yes	25.00

10002 54396 Customer

Active	Card #	Description	Vehicle #	Pin?	Odom?	Driver #?	Veh #?	Gal Limit	Use Bal	Balance
Yes	1368	GENE & CINDY BRANS GR(	0	Yes	No	No	No	0	No	0.00
Yes	1369	GENE & CINDY BRANS GR(	0	Yes	No	No	No	0	No	0.00

WAMSUTTE 55566 Customer

Active	Card #	Description	Vehicle #	Pin?	Odom?	Driver #?	Veh #?	Gal Limit	Use Bal	Balance
Yes	841	White Card	0	Yes	No	No	No	0	No	-246.61
Yes	731	Red Card	0	Yes	No	No	No	0	No	-4,838.25

WESTRING 55563 Customer

Active	Card #	Description	Vehicle #	Pin?	Odom?	Driver #?	Veh #?	Gal Limit	Use Bal	Balance
Yes	317	Fast Gas	0	Yes	No	No	No	0	No	-889.15

4. Review the following:

Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

Page: Report page number **of** total report pages.

Account #: Unique number or code identifying customer account.

Customer: Unique name identifying customer.

Active: Card active for use (either 'Yes' or 'No').

Card #: Unique number identifying customer private card.

Description: Unique name identifying private card.

Vehicle #: Unique number or code identifying vehicle.

Pin?: Indicates whether card usage requires PIN entry (either 'Yes' or 'No').

Odom?: Indicates whether card usage requires vehicle odometer reading (either 'Yes' or 'No').

Driver #?: Indicates whether card usage requires driver number entry (either 'Yes' or 'No').

Veh #: Indicates whether card usage requires vehicle number entry (either 'Yes' or 'No').

Gal Limit: Maximum fuel gallons for which card use authorized.

Use Bal: Indicates whether to decline card usage when **Balance** value reached (either 'Yes' or 'No').

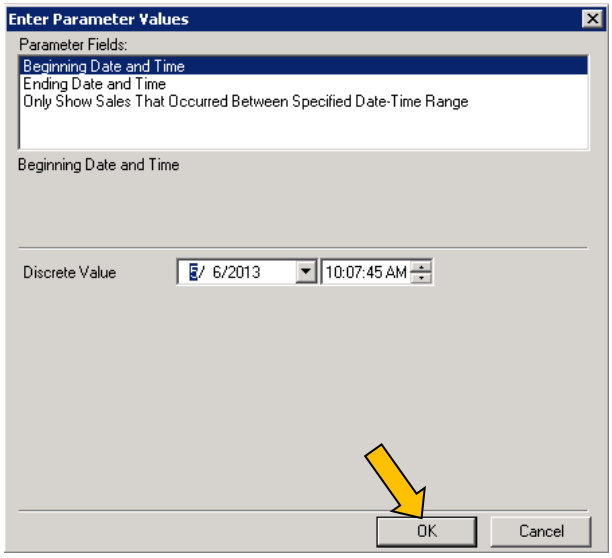
Balance: Private card current account balance (+/-).

Register Shift

This report summarizes register cash and non-cash drawer activity and fuel sales information by shift for reporting period specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.



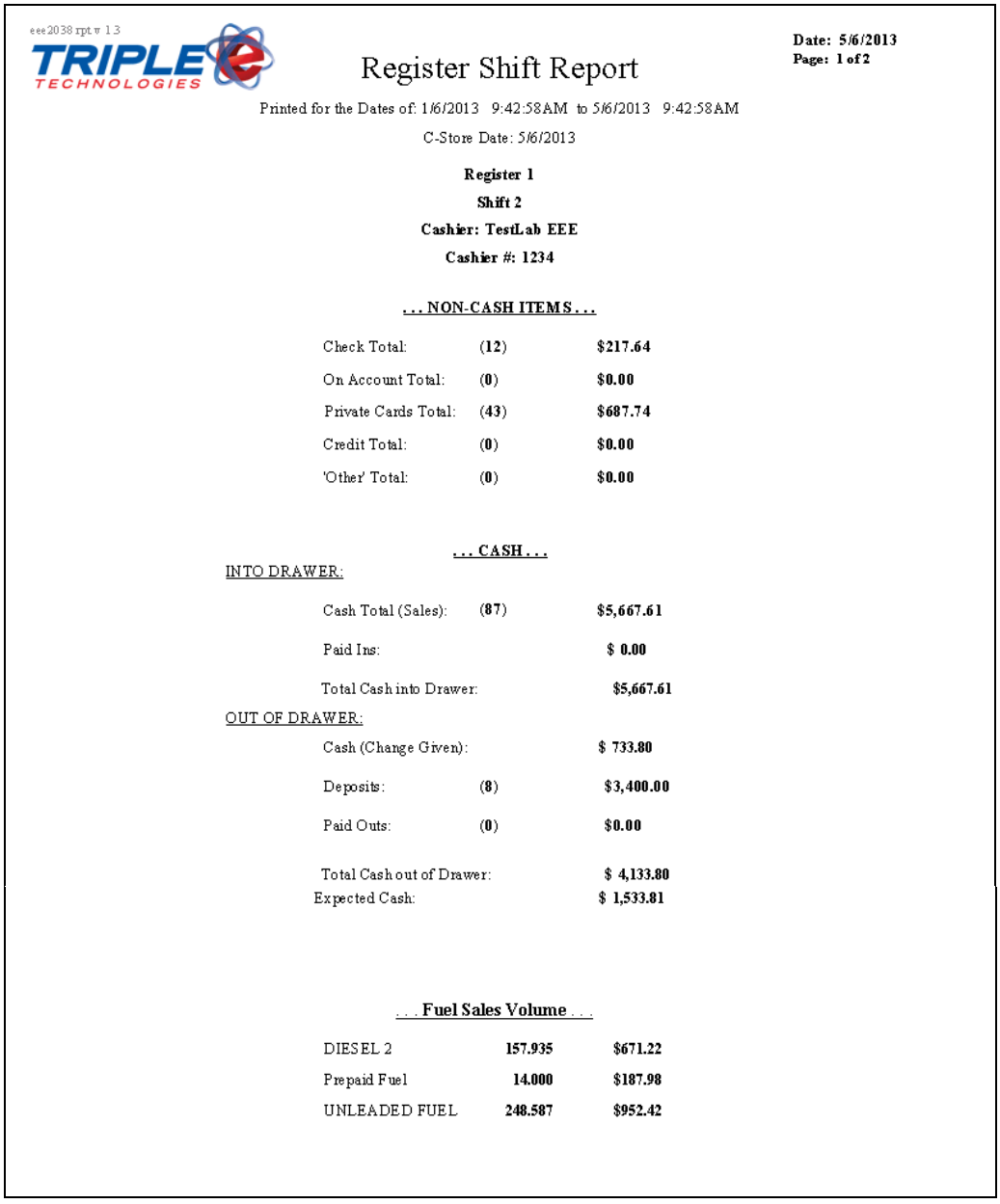
2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

   Beginning Date and Time: Only include activity *on or after* date and time specified.

   Ending Date and Time: Only include activity *on or before* date and time specified.

   Only Show Sales That Occurred Between Specified Date-Time Range: Only include sales activity for date-time range specified.

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Register Shift Report

Date: 5/6/2013
Page: 1 of 2

Printed for the Dates of: 1/6/2013 9:42:58AM to 5/6/2013 9:42:58AM

C-Store Date: 5/6/2013

Register 1

Shift 2

Cashier: TestLab EEE

Cashier #: 1234

. . . NON-CASH ITEMS . . .

Check Total:	(12)	$217.64
On Account Total:	(0)	$0.00
Private Cards Total:	(43)	$687.74
Credit Total:	(0)	$0.00
'Other' Total:	(0)	$0.00

. . . CASH . . .

INTO DRAWER:

Cash Total (Sales):	(87)	$5,667.61
Paid Ins:		$ 0.00
Total Cash into Drawer:		$5,667.61

OUT OF DRAWER:

Cash (Change Given):		$ 733.80
Deposits:	(8)	$3,400.00
Paid Outs:	(0)	$0.00
Total Cash out of Drawer:		$ 4,133.80
Expected Cash:		$ 1,533.81

. . . Fuel Sales Volume . . .

DIESEL 2	157.935	$671.22
Prepaid Fuel	14.000	$187.98
UNLEADED FUEL	248.587	$952.42

5. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., ‘11/10/2013’).

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates and times for which report pertains.

   [*Location*]: Unique name identifying site.

   Date: Date for which register and shift information immediately following pertains.

   Register: Unique number identifying register.

Shift: Unique number identifying work shift.

Cashier: Unique name identifying cashier.

Cashier #: Unique number identifying cashier.

NON-CASH ITEMS

Check Total: Total number and dollar amount of check items.

On Account Total: Total number and dollar amount of on-account items.

Private Cards Total: Total number and dollar amount of private card items.

Credit Total: Total number and dollar amount of credit items.

'Other' Total: Total number and dollar amount of miscellaneous items.

CASH – INTO DRAWER

Cash Total (Sales): Total number and dollar amount of cash sales.

Paid Ins: Total number and dollar amount of paid-in items.

Total Cash into Drawer: Total dollar amount of cash sales and paid-ins.

CASH – OUT OF DRAWER

Cash (Change Given): Total dollar amount of change back cash.

Deposits: Total number and dollar amount of cash deposit items.

Paid Outs: Total dollar amount of cash sales and paid-outs.

Total Cash out of Drawer: Total dollar amount of change back cash, deposits and paid-outs.

Expected Cash: Dollar amount difference between **Total Cash into Drawer** and **Total Cash out of Drawer** values.

Fuel Sales Volume

[*Product*]: Unique name identifying fuel product.

[*Volume*]: Total product sales in gallons.

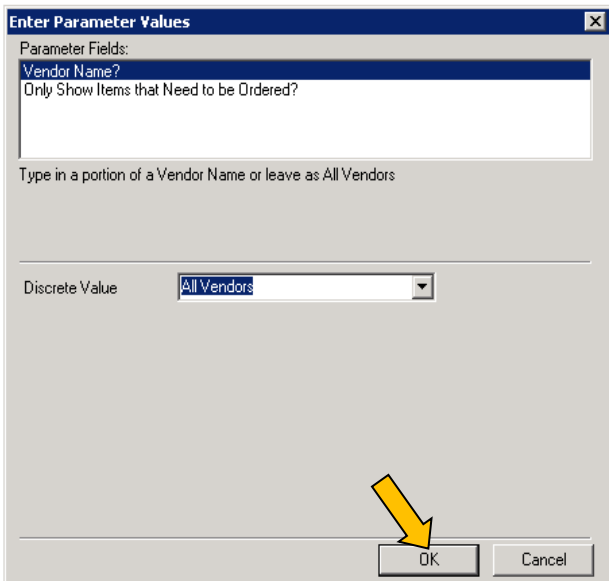
[*Amount*]: Total product sales in dollars.

Re-Order Limits

Depending on inventory management software utilized, this report either provides snapshot of current inventory item status (+/-) or identifies inventory items input via MIM (Mobile Inventory Manager) which have reached their reorder points.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.

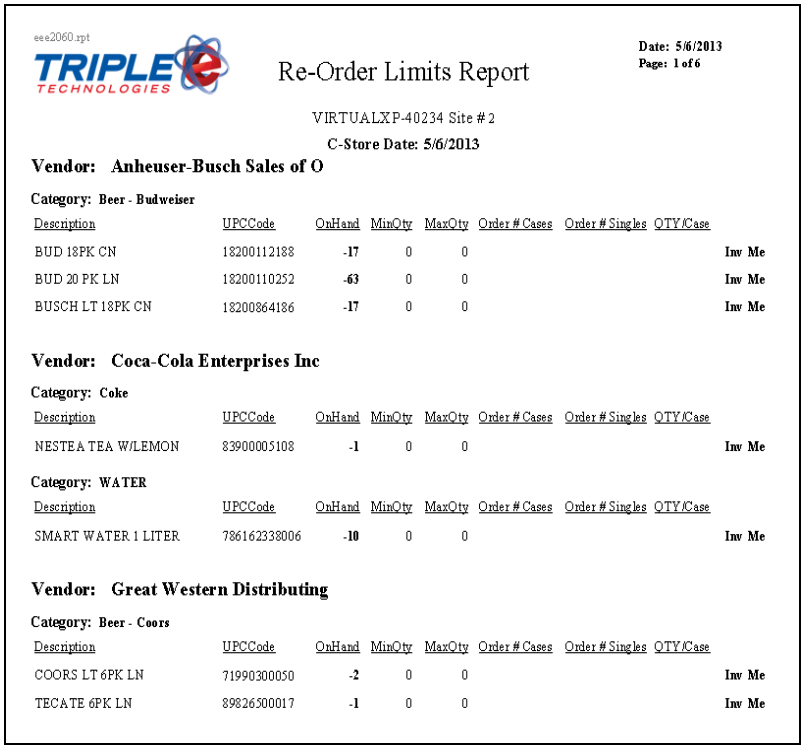


2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

   Vendor Name?: Display report data either for all vendors or only vendor specified.

   Only Show Items that Need to be Ordered?: Display report data only for items which have reached their reorder points (either 'True' or 'False').

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Re-Order Limits Report

Date: 5/6/2013
Page: 1 of 6

VIRTUALXP-40234 Site # 2

C-Store Date: 5/6/2013

Vendor: Anheuser-Busch Sales of O

Category: Beer - Budweiser

Description	UPCCode	OnHand	MinQty	MaxQty	Order # Cases	Order # Singles	QTY/Case	
BUD 18PK CN	18200112188	-17	0	0				Inv Me
BUD 20 PK LN	18200110252	-63	0	0				Inv Me
BUSCH LT 18PK CN	18200864186	-17	0	0				Inv Me

Vendor: Coca-Cola Enterprises Inc

Category: Coke

Description	UPCCode	OnHand	MinQty	MaxQty	Order # Cases	Order # Singles	QTY/Case	
NESTEA TEA W/LEMON	83900005108	-1	0	0				Inv Me

Category: WATER

Description	UPCCode	OnHand	MinQty	MaxQty	Order # Cases	Order # Singles	QTY/Case	
SMART WATER 1 LITER	786162338006	-10	0	0				Inv Me

Vendor: Great Western Distributing

Category: Beer - Coors

Description	UPCCode	OnHand	MinQty	MaxQty	Order # Cases	Order # Singles	QTY/Case	
COORS LT 6PK LN	71990300050	-2	0	0				Inv Me
TECATE 6PK LN	89826500017	-1	0	0				Inv Me

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   [*Location*]: Unique name and number identifying site.

   [Company Name] Date: Company and date for which report data pertains.

   Vendor: Unique name identifying vendor.

   Category: Unique name identifying inventory category.

   Description: Unique name or brief text identifying inventory item.

   UPCCode: Unique **U**niversal **P**roduct **C**ode identifying item.

   OnHand: Item quantity on hand, per specified unit of measure.

   MinQty: Minimum order quantity.

   MaxQty: Maximum order quantity.

   Order # Cases: Item case order quantity.

   Order # Singles: Single item order quantity.

   Qty/Case: Number of items per case.

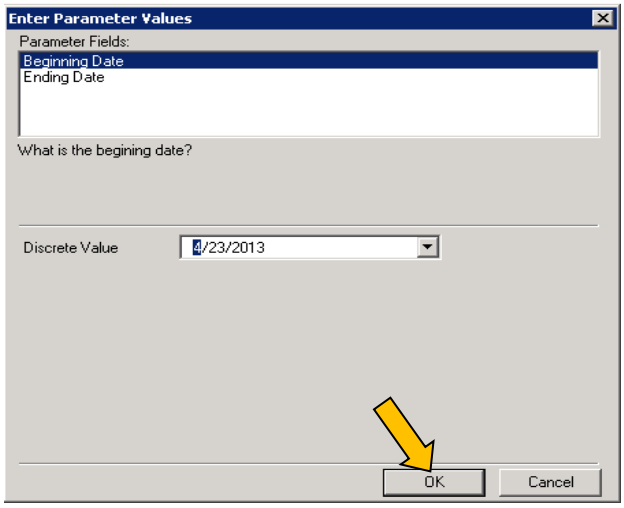
   Inv Me: Inventory Me; note to generate vendor order.

Sales by Payment Method

This report summarizes daily sales totals by payment type, for location(s) and date range specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.

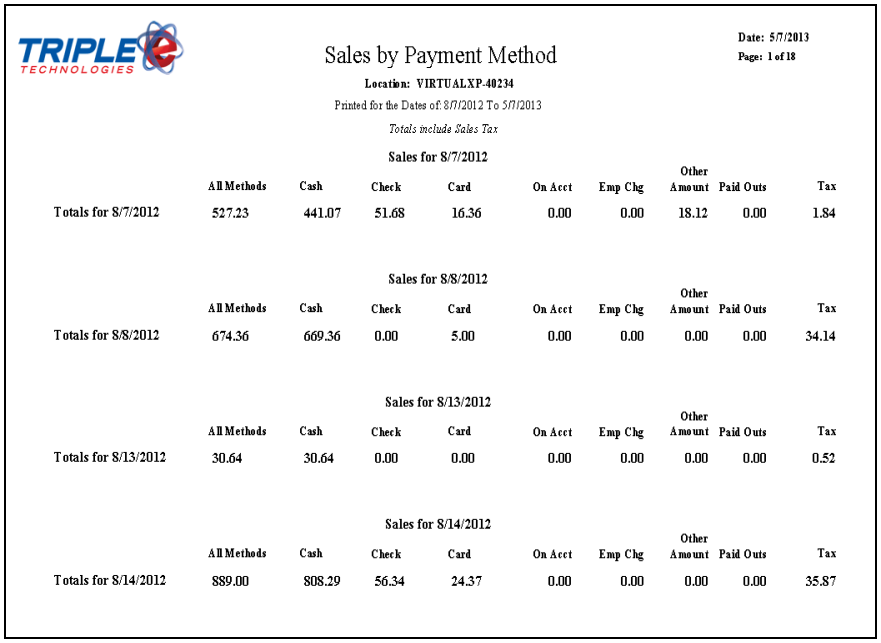


2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

3. Click **OK** at screen bottom; report displays:



TRIPLE E TECHNOLOGIES

Sales by Payment Method

Date: 5/7/2013
Page: 1 of 18

Location: VIRTUALXP-40234

Printed for the Dates of: 8/7/2012 To 5/7/2013

Totals include Sales Tax

Sales for 8/7/2012

	All Methods	Cash	Check	Card	On Acct	Emp Chg	Other Amount	Paid Outs	Tax
Totals for 8/7/2012	527.23	441.07	51.68	16.36	0.00	0.00	18.12	0.00	1.84

Sales for 8/8/2012

	All Methods	Cash	Check	Card	On Acct	Emp Chg	Other Amount	Paid Outs	Tax
Totals for 8/8/2012	674.36	669.36	0.00	5.00	0.00	0.00	0.00	0.00	34.14

Sales for 8/13/2012

	All Methods	Cash	Check	Card	On Acct	Emp Chg	Other Amount	Paid Outs	Tax
Totals for 8/13/2012	30.64	30.64	0.00	0.00	0.00	0.00	0.00	0.00	0.52

Sales for 8/14/2012

	All Methods	Cash	Check	Card	On Acct	Emp Chg	Other Amount	Paid Outs	Tax
Totals for 8/14/2012	889.00	808.29	56.34	24.37	0.00	0.00	0.00	0.00	35.87

4. Review the following:

   Date: Report date, in MM/DD/YYYY format (e.g., ‘11/10/2013’).

   Page: Report page number **of** total report pages.

   Location: Unique name identifying site.

   Printed for the Dates of: Inclusive dates for which report data pertains.

   Sales for [*Date*]: Sales transactions by type for date specified.

   Totals for [*Date*]: Sales dollar totals by transaction type and all types for date specified.

   All Methods: Sales transaction dollar total for all payments types for date specified.

   Cash: Dollar total of all cash sales transactions for date specified.

   Check: Dollar total of all check sales transactions for date specified.

   Card: Dollar total of all payment card sales transactions for date specified.

   On Acct: Dollar total of all on account sales transactions for date specified.

   Emp Chg: Dollar total of all employee charge sales transactions for date specified.

   Other Amount: Dollar total of all miscellaneous sales transactions for date specified.

   Paid Outs: Dollar total of all register paid out transactions for date specified.

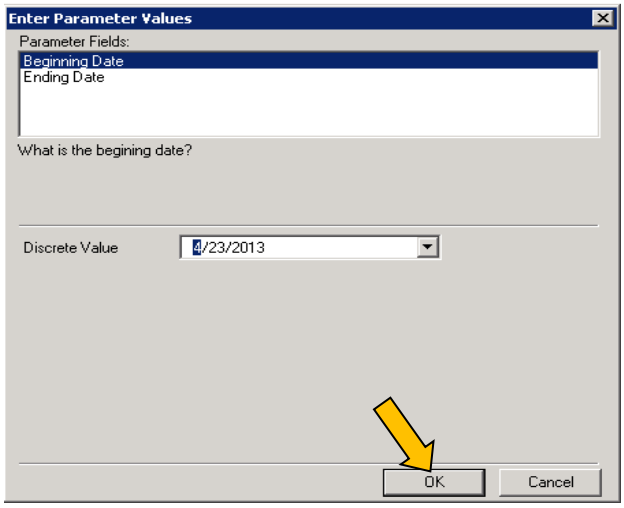
   Tax: Dollar total of all sales and excise taxes collected for date specified.

Sales by Shift and Category

This report summarizes sales item quantity and dollar totals by inventory category or department, for site, work shift and date range specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.

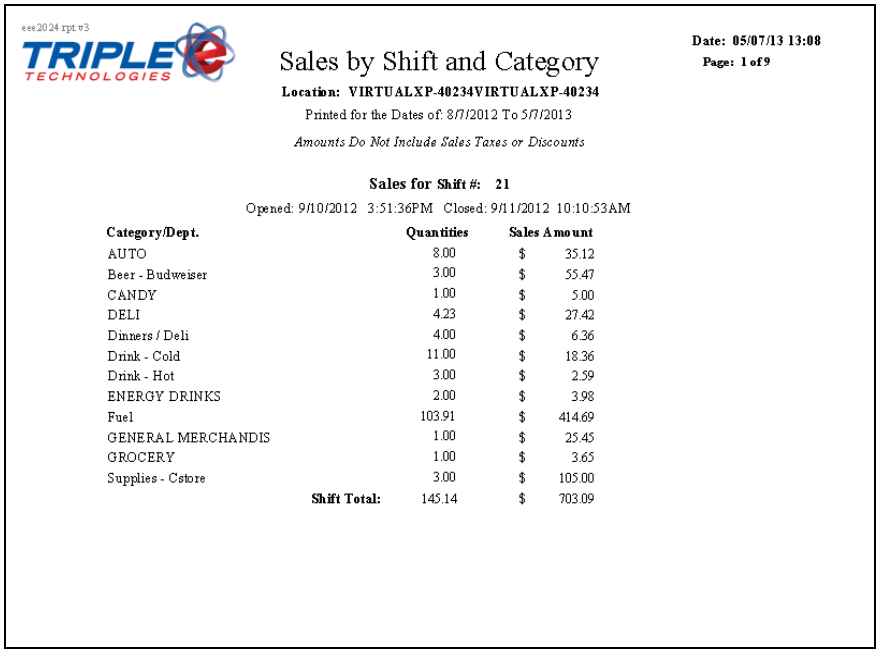


2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Sales by Shift and Category

Date: 05/07/13 13:08
Page: 1 of 9

Location: VIRTUALXP-40234VIRTUALXP-40234

Printed for the Dates of: 8/7/2012 To 5/7/2013

Amounts Do Not Include Sales Taxes or Discounts

Sales for Shift #: 21

Opened: 9/10/2012 3:51:36PM Closed: 9/11/2012 10:10:53AM

Category/Dept.	Quantities	Sales Amount
AUTO	8.00	$ 35.12
Beer - Budweiser	3.00	$ 55.47
CANDY	1.00	$ 5.00
DELI	4.23	$ 27.42
Dinners / Deli	4.00	$ 6.36
Drink - Cold	11.00	$ 18.36
Drink - Hot	3.00	$ 2.59
ENERGY DRINKS	2.00	$ 3.98
Fuel	103.91	$ 414.69
GENERAL MERCHANDIS	1.00	$ 25.45
GROCERY	1.00	$ 3.65
Supplies - Cstore	3.00	$ 105.00
Shift Total:	145.14	$ 703.09

4. Review the following:

   Date: Report date and time, in MM/DD/YYYY/HH:MM format (e.g., ‘11/10/2013 13:08’).

   Page: Report page number **of** total report pages.

   Location: Unique name identifying site.

   Printed for the Dates of: Inclusive dates for which report data pertains.

   Sales for Shift #: Work shift for which report data pertains.

   Opened [*Date and Time*]: Work shift start date and time.

   Closed [*Date and Time*]: Work shift end date and time.

   Category/Dept: Unique name identifying inventory item category or department.

   Quantities: Number of category items sold.

   Sales Amount: Dollar total of category items sold.

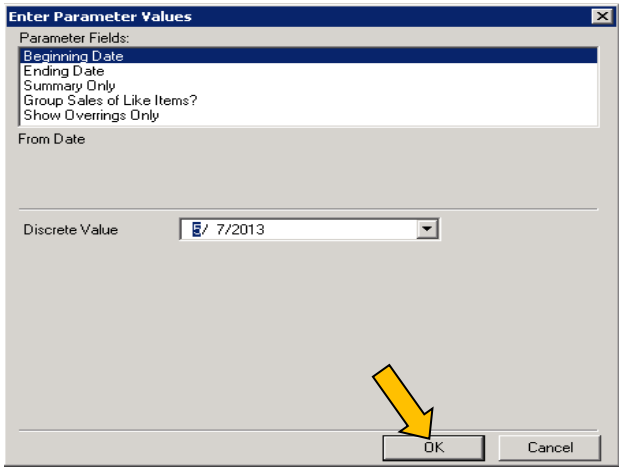
   Shift Total: Total dollar amount and item quantity for all inventory items reported.

Sales Detail By Date and Category

This report details sales transaction activity by inventory category and date for reporting period and selection criteria specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.



2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

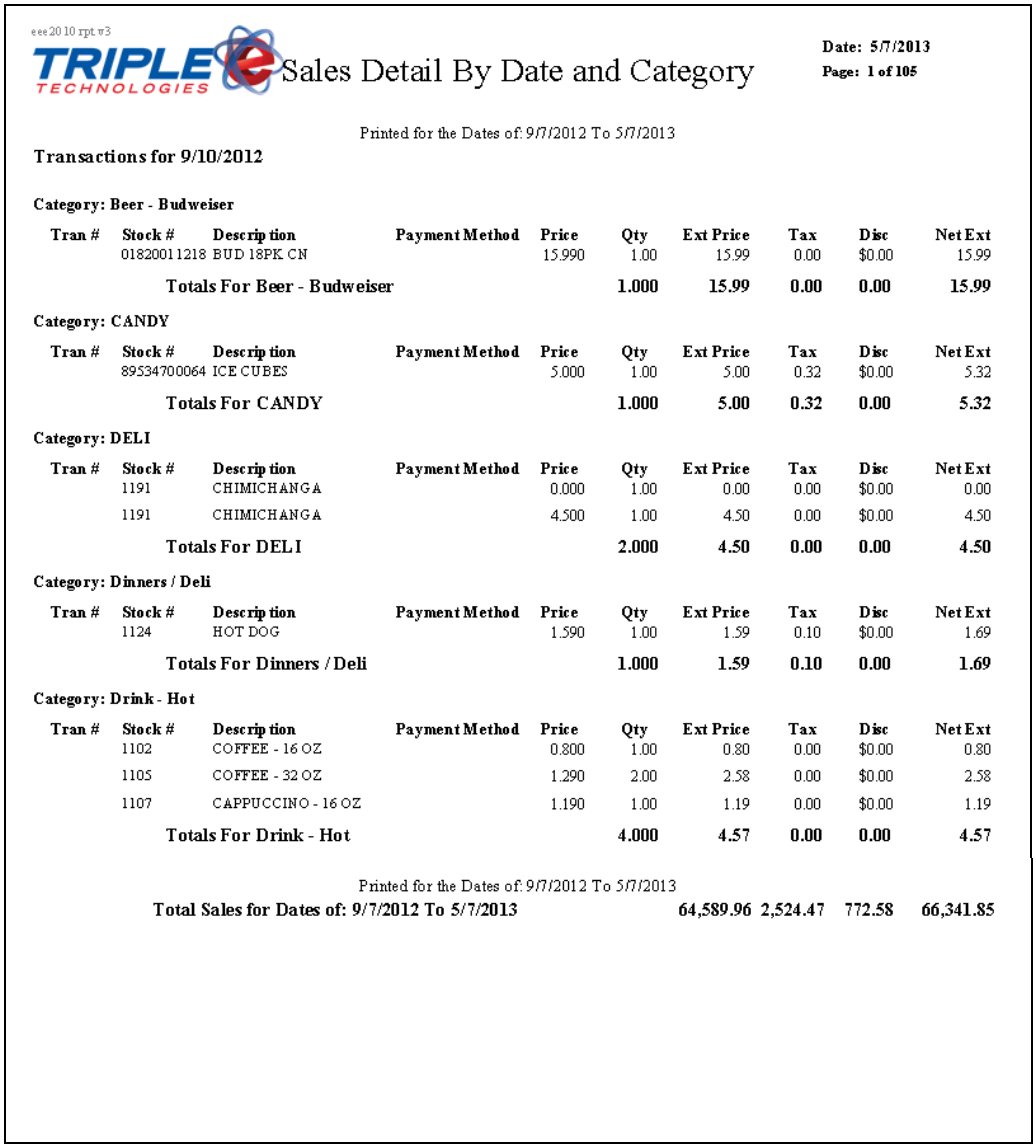
   Ending Date: Only include activity *on or before* date specified.

   Summary Only: Do not show sales activity detail; only include summary data (either 'True' or 'False').

   Group Sales of Like Items?: Group together sales with same stock number and price (either 'Yes' or 'No').

   Show Overrings Only: Display overring transactions only (either 'Yes' or 'No').

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Sales Detail By Date and Category

Date: 5/7/2013
Page: 1 of 105

Printed for the Dates of: 9/7/2012 To 5/7/2013

Transactions for 9/10/2012

Category: Beer - Budweiser

Tran #	Stock #	Description	Payment Method	Price	Qty	Ext Price	Tax	Disc	Net Ext
	01820011218	BUD 18PK CN		15.990	1.00	15.99	0.00	$0.00	15.99
		Totals For Beer - Budweiser			**1.000**	**15.99**	**0.00**	**0.00**	**15.99**

Category: CANDY

Tran #	Stock #	Description	Payment Method	Price	Qty	Ext Price	Tax	Disc	Net Ext
	89534700064	ICE CUBES		5.000	1.00	5.00	0.32	$0.00	5.32
		Totals For CANDY			**1.000**	**5.00**	**0.32**	**0.00**	**5.32**

Category: DELI

Tran #	Stock #	Description	Payment Method	Price	Qty	Ext Price	Tax	Disc	Net Ext
	1191	CHIMICHANGA		0.000	1.00	0.00	0.00	$0.00	0.00
	1191	CHIMICHANGA		4.500	1.00	4.50	0.00	$0.00	4.50
		Totals For DELI			**2.000**	**4.50**	**0.00**	**0.00**	**4.50**

Category: Dinners / Deli

Tran #	Stock #	Description	Payment Method	Price	Qty	Ext Price	Tax	Disc	Net Ext
	1124	HOT DOG		1.590	1.00	1.59	0.10	$0.00	1.69
		Totals For Dinners / Deli			**1.000**	**1.59**	**0.10**	**0.00**	**1.69**

Category: Drink - Hot

Tran #	Stock #	Description	Payment Method	Price	Qty	Ext Price	Tax	Disc	Net Ext
	1102	COFFEE - 16 OZ		0.800	1.00	0.80	0.00	$0.00	0.80
	1105	COFFEE - 32 OZ		1.290	2.00	2.58	0.00	$0.00	2.58
	1107	CAPPUCCINO - 16 OZ		1.190	1.00	1.19	0.00	$0.00	1.19
		Totals For Drink - Hot			**4.000**	**4.57**	**0.00**	**0.00**	**4.57**

Printed for the Dates of: 9/7/2012 To 5/7/2013

Total Sales for Dates of: 9/7/2012 To 5/7/2013 **64,589.96 2,524.47 772.58 66,341.85**

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates for which report data pertains.

   Location: Unique name identifying site.

   Transactions For [*Date*]: Transaction date in MM/DD/YYYY format (e.g., '10/11/2013') for which data following pertains.

   Category: Unique name or brief text identifying inventory category or department.

   Tran #: Unique number identifying sales transaction.

   Stock #: Unique number or code identifying inventory item.

Description: Unique name or brief text identifying item.

Payment Method: Sales transaction payment type.

Price: Item price per unit; item customer cost, per specified unit of measure.

Qty: Item quantity, per specified unit of measure.

Ext Price: Sale extended amount (**Qty** value x **Price** value).

Disc: Sales transaction discount dollar amount.

Net Ext: Net sale amount (**Qty** value x **Price** value - **Disc** value).

Totals For [*Category*]: Daily sales transaction volume and dollar total for inventory category specified.

Totals for date: Sales transaction volume and dollar total for all inventory categories and date specified.

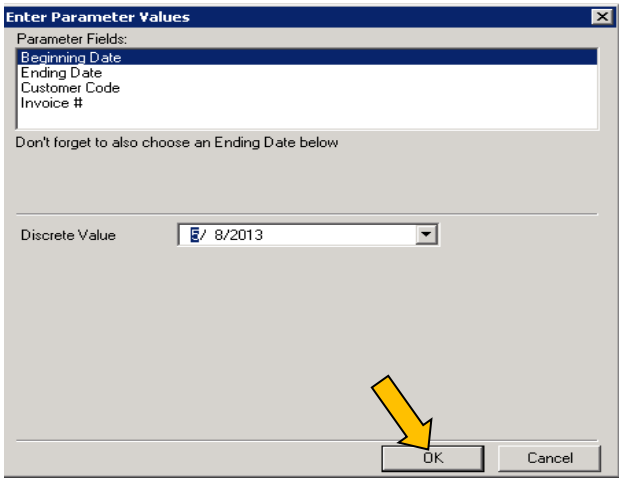
Total Sales for Dates of: Sales transaction volume and dollar total for all inventory categories and reporting period specified.

Sales History with Signatures

This report provides summary electronic signature sales transaction activity for customer(s) and date range specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.



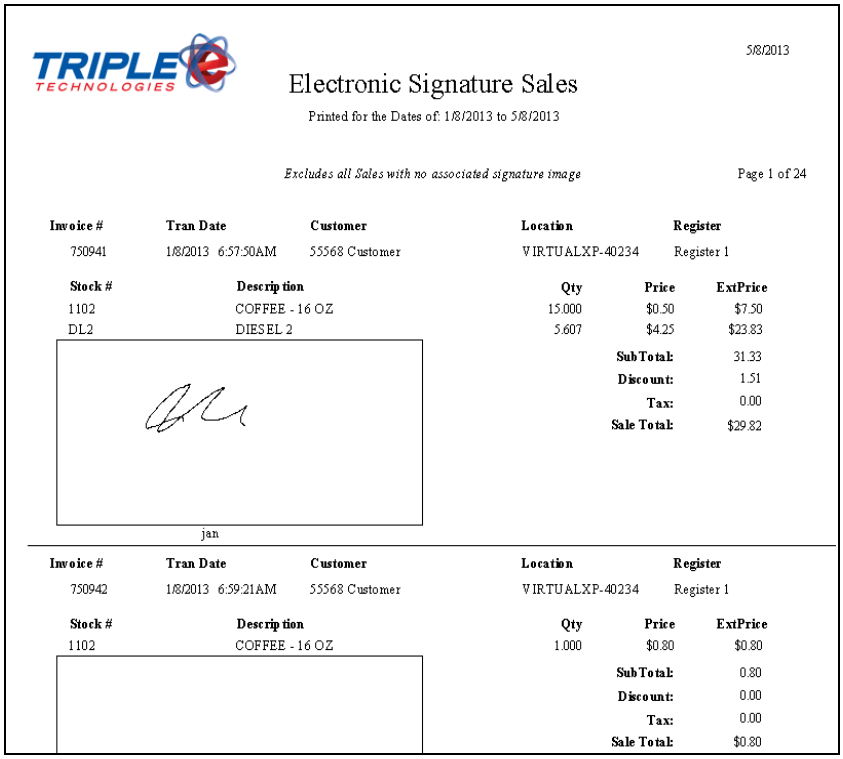
3. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

Beginning Date: Only include activity *on or after* date specified.

Ending Date: Only include activity *on or before* date specified.

Customer Code: Either all customers or unique number identifying specific customer.

3. Click **OK** at screen bottom; report displays:



5/8/2013

Electronic Signature Sales

Printed for the Dates of: 1/8/2013 to 5/8/2013

Excludes all Sales with no associated signature image

Page 1 of 24

Invoice #	Tran Date	Customer	Location	Register
750941	1/8/2013 6:57:50AM	55568 Customer	VIRTUALXP-40234	Register 1

Stock #	Description	Qty	Price	ExtPrice
1102	COFFEE - 16 OZ	15.000	$0.50	$7.50
DL2	DIESEL 2	5.607	$4.25	$23.83
			SubTotal:	31.33
			Discount:	1.51
			Tax:	0.00
			Sale Total:	$29.82

jan

Invoice #	Tran Date	Customer	Location	Register
750942	1/8/2013 6:59:21AM	55568 Customer	VIRTUALXP-40234	Register 1

Stock #	Description	Qty	Price	ExtPrice
1102	COFFEE - 16 OZ	1.000	$0.80	$0.80
			SubTotal:	0.80
			Discount:	0.00
			Tax:	0.00
			Sale Total:	$0.80

4. Review the following:

[*Date*]: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

Printed for the Dates of: Inclusive dates for which report data pertains.

Page: Report page number **of** total report pages.

Invoice #: Unique number identifying invoice.

Tran Date: Transaction date in MM/DD/YYYY format (e.g., '10/11/2013') for which data following pertains.

Customer: Unique name identifying customer.

Location: Unique same identifying site.

Register: Unique number identifying register.

Stock #: Unique number or code identifying inventory item.

Description: Unique name or brief text identifying item.

Qty: Item quantity, per specified unit of measure.

Price: Item price per unit; item customer cost, per specified unit of measure.

ExtPrice: Sale extended amount (**Qty** value x **Price** value).

SubTotal: Sale dollar total *before* discount and/or taxes.

Discount: Sale discount dollar amount.

Tax: Sale tax dollar amount.

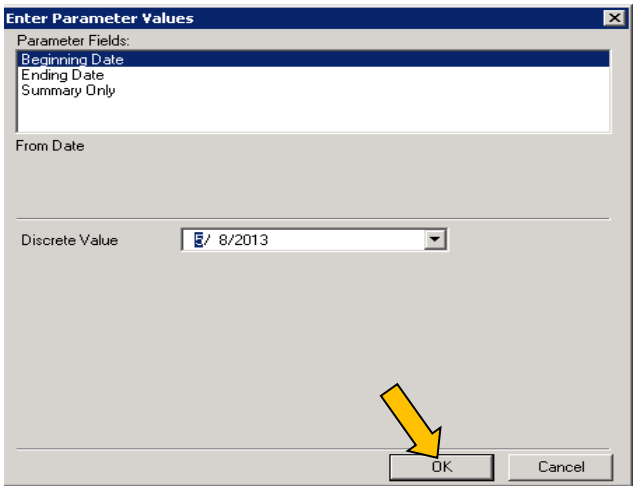
Sale Total: Sale dollar total *after* discount and/or taxes.

Sales Profit Margins by Category

This report provides either summary or detailed daily sales transaction profit margin information by inventory category and date range specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.



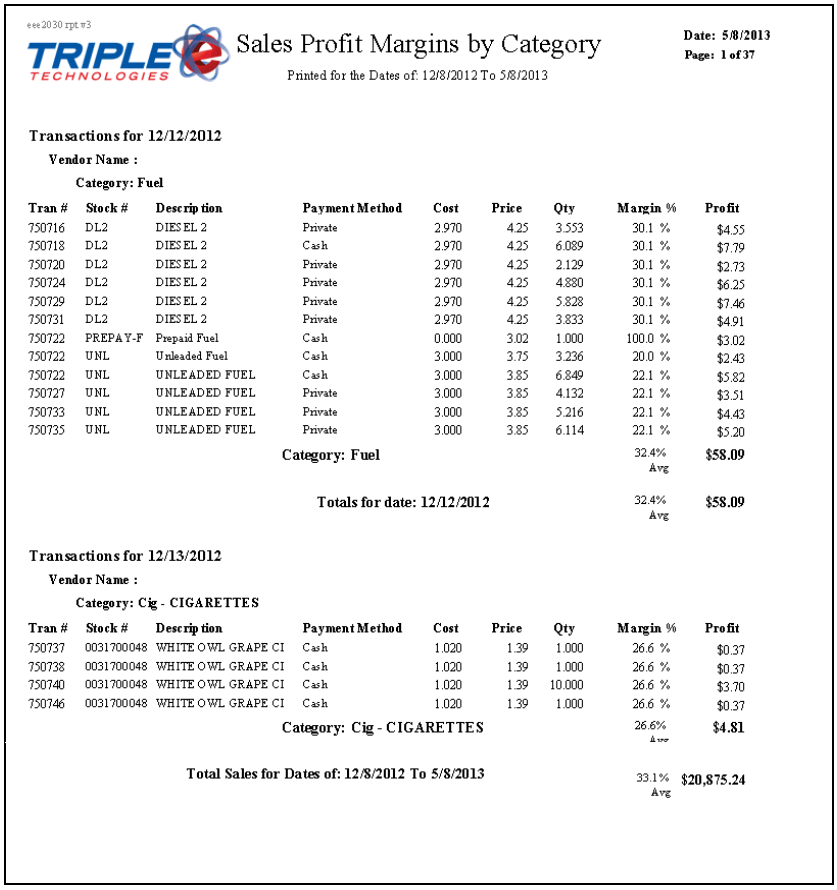
2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

   Summary Only: Either display all sales total or category sub-totals only.

3. Click **OK** at screen bottom; report displays:



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TRIPLE e TECHNOLOGIES

Sales Profit Margins by Category

Printed for the Dates of: 12/8/2012 To 5/8/2013

Date: 5/8/2013
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Transactions for 12/12/2012

Vendor Name :

Category: Fuel

Tran #	Stock #	Description	Payment Method	Cost	Price	Qty	Margin %	Profit
750716	DL2	DIESEL 2	Private	2.970	4.25	3.553	30.1 %	$4.55
750718	DL2	DIESEL 2	Cash	2.970	4.25	6.089	30.1 %	$7.79
750720	DL2	DIESEL 2	Private	2.970	4.25	2.129	30.1 %	$2.73
750724	DL2	DIESEL 2	Private	2.970	4.25	4.880	30.1 %	$6.25
750729	DL2	DIESEL 2	Private	2.970	4.25	5.828	30.1 %	$7.46
750731	DL2	DIESEL 2	Private	2.970	4.25	3.833	30.1 %	$4.91
750722	PREPAY-F	Prepaid Fuel	Cash	0.000	3.02	1.000	100.0 %	$3.02
750722	UNL	Unleaded Fuel	Cash	3.000	3.75	3.236	20.0 %	$2.43
750722	UNL	UNLEADED FUEL	Cash	3.000	3.85	6.849	22.1 %	$5.82
750727	UNL	UNLEADED FUEL	Private	3.000	3.85	4.132	22.1 %	$3.51
750733	UNL	UNLEADED FUEL	Private	3.000	3.85	5.216	22.1 %	$4.43
750735	UNL	UNLEADED FUEL	Private	3.000	3.85	6.114	22.1 %	$5.20
			Category: Fuel				32.4% Avg	**$58.09**
			Totals for date: 12/12/2012				32.4% Avg	**$58.09**

Transactions for 12/13/2012

Vendor Name :

Category: Cig - CIGARETTES

Tran #	Stock #	Description	Payment Method	Cost	Price	Qty	Margin %	Profit
750737	0031700048	WHITE OWL GRAPE CI	Cash	1.020	1.39	1.000	26.6 %	$0.37
750738	0031700048	WHITE OWL GRAPE CI	Cash	1.020	1.39	1.000	26.6 %	$0.37
750740	0031700048	WHITE OWL GRAPE CI	Cash	1.020	1.39	10.000	26.6 %	$3.70
750746	0031700048	WHITE OWL GRAPE CI	Cash	1.020	1.39	1.000	26.6 %	$0.37
			Category: Cig - CIGARETTES				26.6% Avg	**$4.81**
			Total Sales for Dates of: 12/8/2012 To 5/8/2013				33.1% Avg	**$20,875.24**

4. Review the following:

   Date: Report date in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the Dates of: Inclusive dates for which report data pertains.

   Transactions For [*Date*]: Transaction date in MM/DD/YYYY format (e.g., '10/11/2013') for which data following pertains.

   Vendor: Unique name identifying vendor.

   Category: Unique name or brief text identifying inventory category.

   Tran #: Unique number identifying sales transaction.

   Stock #: Unique number or code identifying inventory item.

   Description: Unique name or brief text identifying item.

   Payment Method: Sales transaction payment type.

   Cost: Vendor price after discount.

   Price: Item price per unit; item customer cost, per specified unit of measure.

   Qty: Item quantity, per specified unit of measure.

Margin %; **Price** value mark up above **Cost** value, expressed as percent.

Profit: **Price** value mark up above **Cost** value, expressed in dollars and cents.

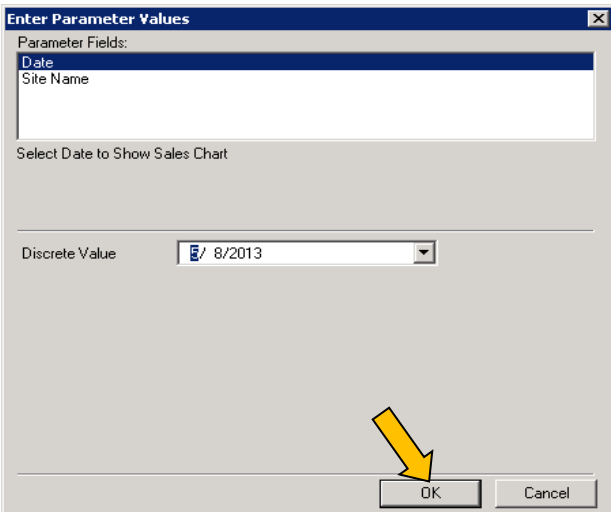
Total Sales for Dates of: Sales transaction overall profit margin and dollar total for all inventory categories and reporting period specified.

Sales Volume by Hour (Chart)

This chart graphically depicts hourly sales volume in dollars for date and site(s) specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:

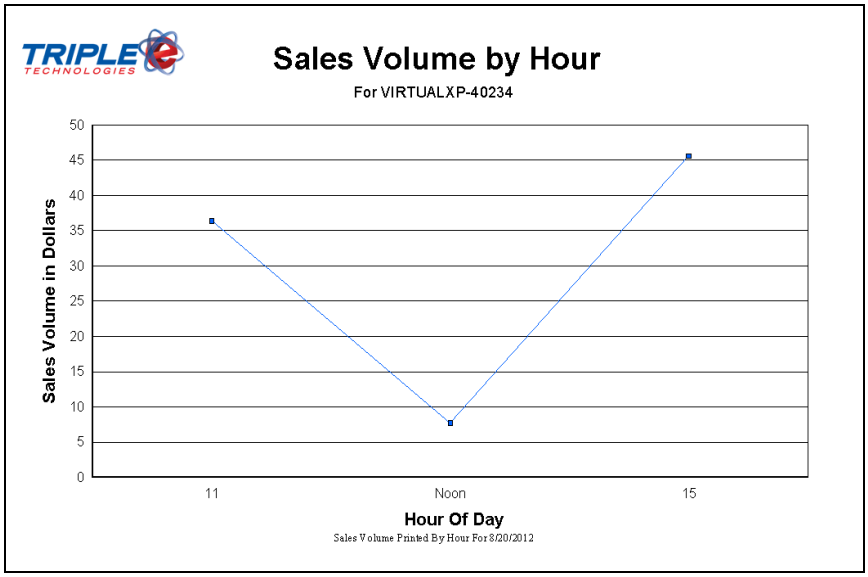


2. Specify the following **Parameter Fields** value by selecting corresponding values from **Discrete Value** window:

   Date: Only include activity for date specified.

   Site Name: Only include activity for site(s) specified.

3. Click **OK** at screen bottom; report displays:



5. Review the following:

   For [*Site Name]*: Site for which chart pertains.

   Sales Volume in Dollars: Sales volume in dollars for hour range specified.

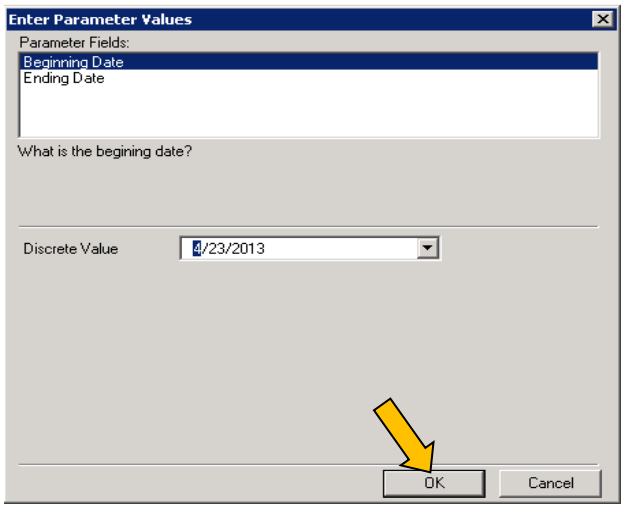
   Hour of Day: Unique number identifying dispenser.

Sales Volume Summary by Site

This report summarizes gross and net sales volume in dollars for site and date range specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.

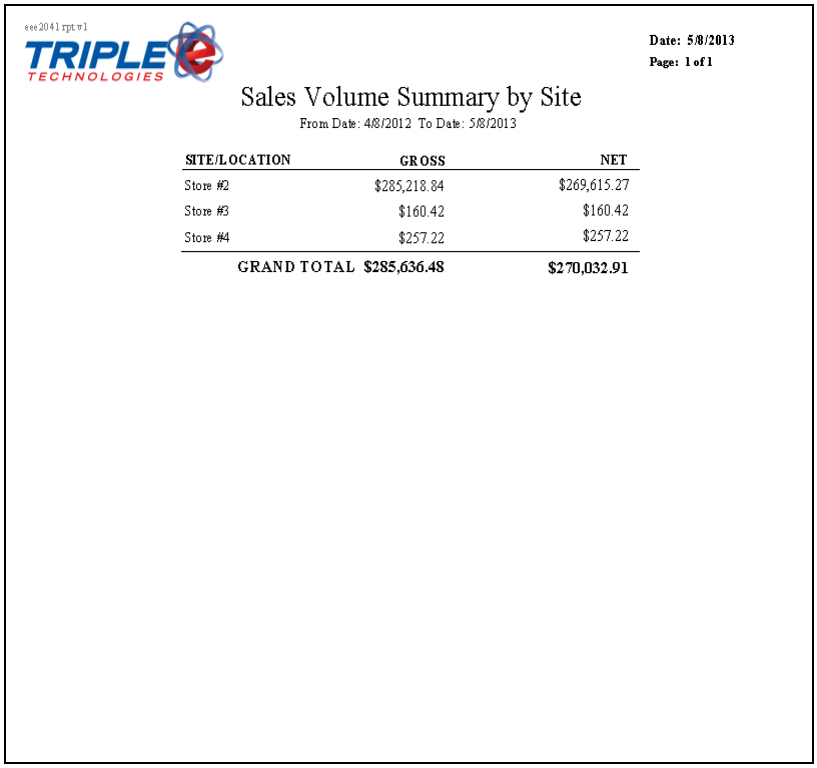


2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

3. Click **OK** at screen bottom; report displays: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TRIPLE e TECHNOLOGIES

Date: 5/8/2013
Page: 1 of 1

Sales Volume Summary by Site

From Date: 4/8/2012 To Date: 5/8/2013

SITE/LOCATION	GROSS	NET
Store #2	$285,218.84	$269,615.27
Store #3	$160.42	$160.42
Store #4	$257.22	$257.22
GRAND TOTAL	$285,636.48	$270,032.91

4. Review the following:

   Date: Report date and time, in MM/DD/YYYY/HH:MM format (e.g., '11/10/2013 13:08').

   Page: Report page number **of** total report pages.

   From Date/To Date: Inclusive dates for which report data pertains.

   SITE/LOCATION: Unique name identifying site.

   GROSS: Gross sales volume in dollars for site and reporting period specified.

   NET: Net sales volume in dollars for site and reporting period specified.

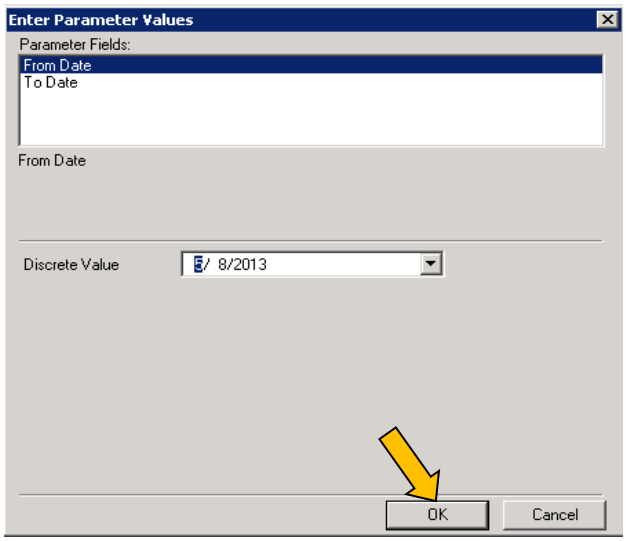
   GRAND TOTAL: Gross and net sales volume totals for all sites for reporting period specified.

Sales with Overridden Prices

This report summarizes daily sales transactions with overridden prices for site(s) and date range specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.



2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

   From Date: Only include activity *on or after* date specified.

   To Date: Only include activity *on or before* date specified.

3. Click **OK** at screen bottom; report displays:

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TRIPLE e TECHNOLOGIES

Sales with Overridden Prices

Date: 5/8/2013
Page: 26 of 27

Sales for 01/25/2013

Values Do Not Include Taxes or Discounts

Location: VIRTUALXP-40234

Date / Time	Invoice #	UPCCode	StockNumber	Description	Qty	Orig Price	New Price	ExtPrice
01-25-13 7:55	751340		1159	COFFEE	1.00	0.00	1,500.00	1,500.00

5. Review the following:

   Date: Report date, in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Sales for [*Date*]: Date for which page data pertains.

   LOCATION: Unique name identifying site.

   Date/Time: Sales transaction date and time, in MM/DD/YYYY HH:MM format (e.g., '11/23/2013 12:46').

   Invoice #: Unique number identifying invoice.

   UPC Code: Unique **U**niversal **P**roduct **C**ode identifying item.

   Stock #: Unique number or code identifying item.

   Description: Unique name or brief text identifying item.

   Qty: Item quantity, per specified unit of measure.

   Orig Price: Item customer cost before override.

   New Price: Item customer cost after override.

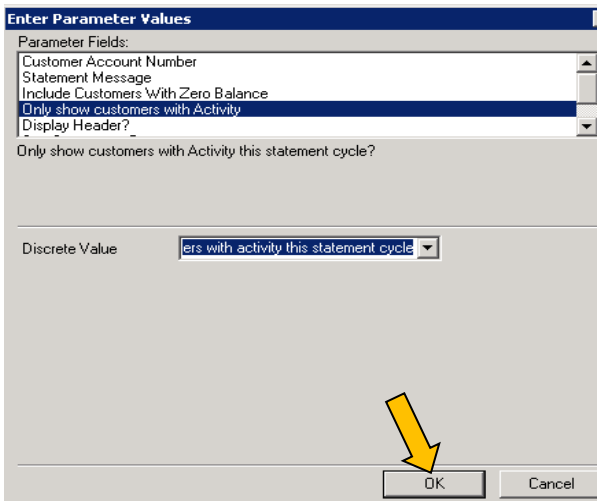
   ExtPrice: **Qty** value x **New Price** value.

Statements

This report summarizes customer account financial activity, including balance forward, payments, adjustments and ending credit balance for reporting period specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:



2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

   Customer Account Number: Only print Card List for customer account number specified.

   Statement Message: Print optional message on each statement (e.g., 'Happy Holidays', etc.).

   Include Customers With Zero Balance: Print or export customer statements with zero balance this statement cycle.

   Only show customers with Activity: Do not print or export statement for customers with no transaction activity this statement cycle.

   Display Header?: Display standard 'Customer Statement' in statement header.

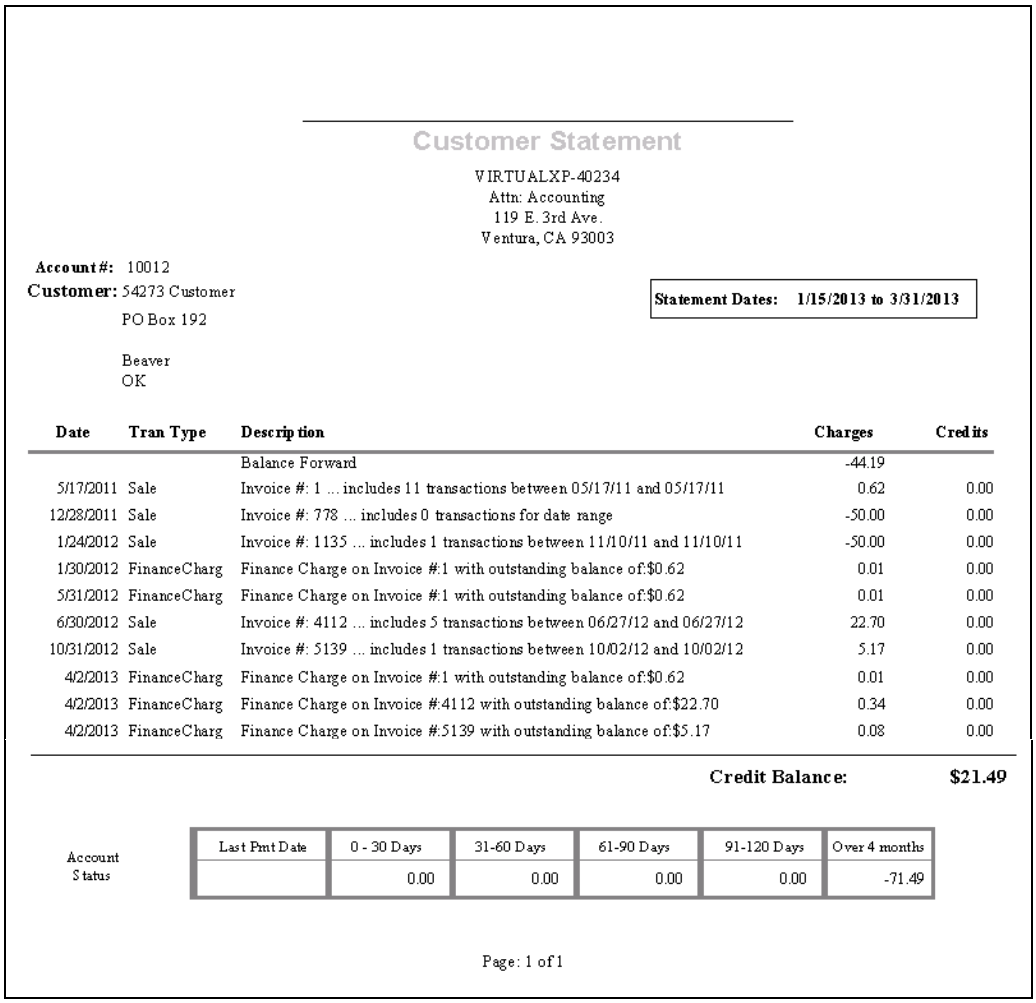
   Sort Statements By: Sort customer statements by name or account number.

   Show Logo?: Display company logo in statement header.

   From Date: Only include activity *on or after* date specified.

   To Date: Only include activity *on or before* date specified.

45. Click **OK** at screen bottom; report displays:



Customer Statement

VIRTUALXP-40234
Attn: Accounting
119 E. 3rd Ave.
Ventura, CA 93003

Account #: 10012
Customer: 54273 Customer
PO Box 192

Beaver
OK

Statement Dates: 1/15/2013 to 3/31/2013

Date	Tran Type	Description	Charges	Credits
		Balance Forward	-44.19	
5/17/2011	Sale	Invoice #: 1 ... includes 11 transactions between 05/17/11 and 05/17/11	0.62	0.00
12/28/2011	Sale	Invoice #: 778 ... includes 0 transactions for date range	-50.00	0.00
1/24/2012	Sale	Invoice #: 1135 ... includes 1 transactions between 11/10/11 and 11/10/11	-50.00	0.00
1/30/2012	FinanceCharg	Finance Charge on Invoice #:1 with outstanding balance of:$0.62	0.01	0.00
5/31/2012	FinanceCharg	Finance Charge on Invoice #:1 with outstanding balance of:$0.62	0.01	0.00
6/30/2012	Sale	Invoice #: 4112 ... includes 5 transactions between 06/27/12 and 06/27/12	22.70	0.00
10/31/2012	Sale	Invoice #: 5139 ... includes 1 transactions between 10/02/12 and 10/02/12	5.17	0.00
4/2/2013	FinanceCharg	Finance Charge on Invoice #:1 with outstanding balance of:$0.62	0.01	0.00
4/2/2013	FinanceCharg	Finance Charge on Invoice #:4112 with outstanding balance of:$22.70	0.34	0.00
4/2/2013	FinanceCharg	Finance Charge on Invoice #:5139 with outstanding balance of:$5.17	0.08	0.00

Credit Balance: $21.49

Account Status

Last Pmt Date	0 - 30 Days	31-60 Days	61-90 Days	91-120 Days	Over 4 months
	0.00	0.00	0.00	0.00	-71.49

Page: 1 of 1

46. Review the following:

Account #: Unique number identifying customer.

Customer: Unique name identifying customer.

Statement Dates: Statement period inclusive start and ending dates.

Date: Transaction effective date, in MM/DD/YYYY format.

Tran Type: Transaction type (e.g., ‘Sale’, ‘Finance Charge’, etc.).

Description: Unique name or brief text identifying item.

Charges: Transaction amount added to customer account.

Credits: Transaction amount deducted from customer account.

Credit Balance: Customer account credit balance as of statement period end date.

Last Pmt Date: Date last customer account payment recorded.

0 – 30 Days: Portion of customer account balance 0 – 30 days past due.

31 – 60 Days: Portion of customer account balance 31 – 60 days past due.

61 – 90 Days: Portion of customer account balance 61 – 90 days past due.

91 – 120 Days: Portion of customer account balance 91 – 120 days past due.

Over 4 months: Portion of customer account balance over 120 days past due.

Statements [Customer Name/Address Lowered]

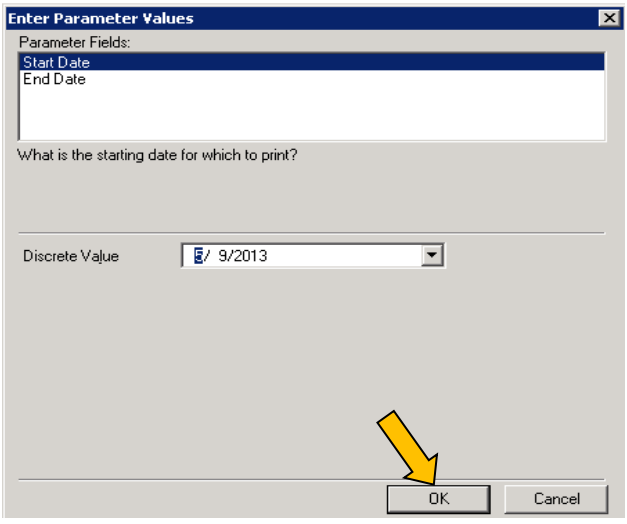
This report summarizes customer account financial activity, including balance forward, payments, adjustments and ending credit balance for reporting period specified. The report is identical to **Statements** (above), but with customer address printing lowered to allow fold visibility in mailing envelope window.

Top Sellers by Category

This report lists top selling inventory items by category for reporting period specified, including min/max inventory balance information and sales volume quantity and dollar totals.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays.

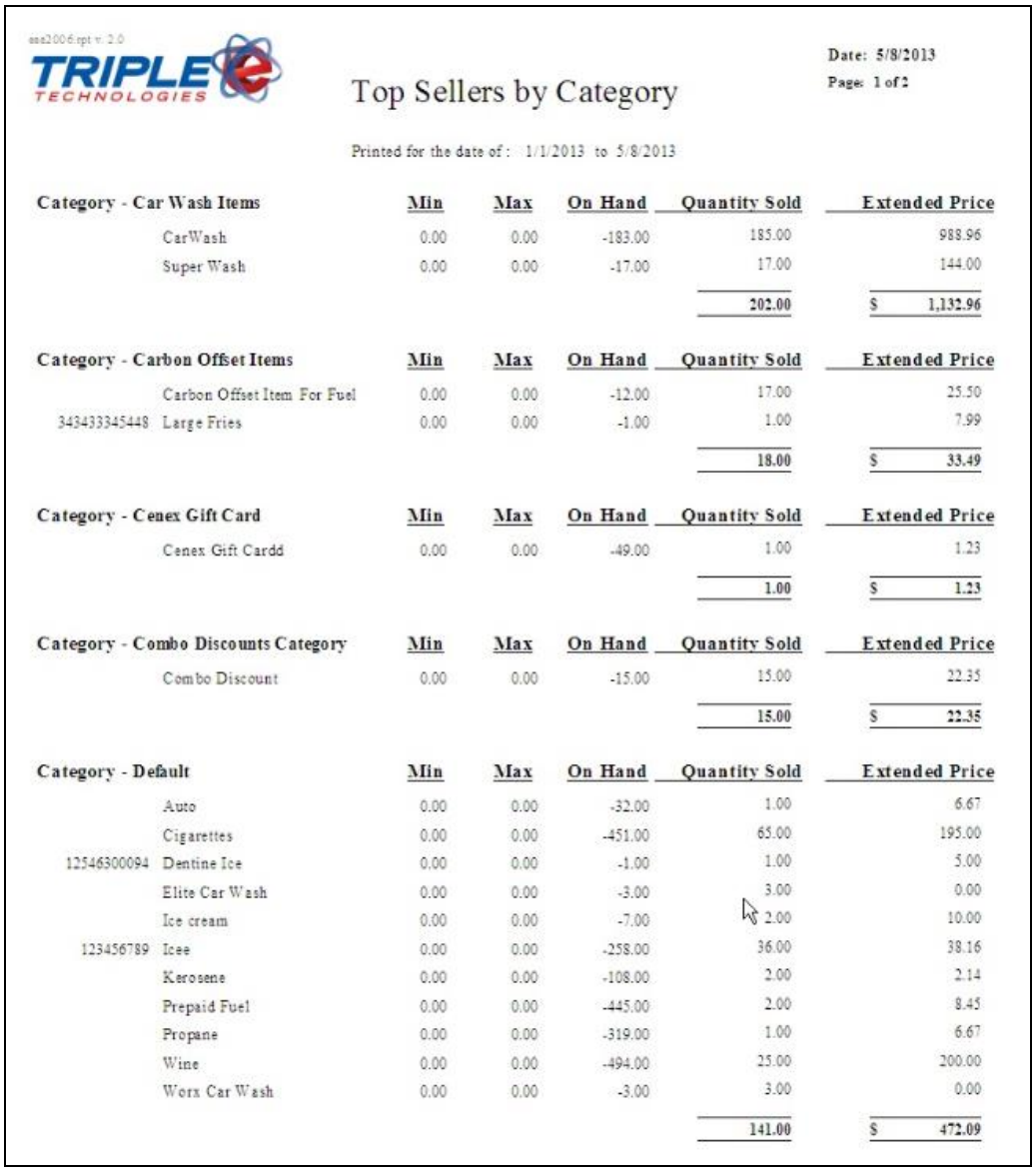


2. As appropriate, select from the following **Parameter Fields** values, and then in turn select or type corresponding value in **Discrete Value** window:

   Start Date: Only include activity *on or after* date specified.

   End Date: Only include activity *on or before* date specified.

3. Click **OK** at screen bottom; report displays:



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Top Sellers by Category

Date: 5/8/2013
Page: 1 of 2

Printed for the date of : 1/1/2013 to 5/8/2013

Category - Car Wash Items		Min	Max	On Hand	Quantity Sold	Extended Price
	CarWash	0.00	0.00	-183.00	185.00	988.96
	Super Wash	0.00	0.00	-17.00	17.00	144.00
					202.00	$ 1,132.96

Category - Carbon Offset Items		Min	Max	On Hand	Quantity Sold	Extended Price
	Carbon Offset Item For Fuel	0.00	0.00	-12.00	17.00	25.50
343433345448	Large Fries	0.00	0.00	-1.00	1.00	7.99
					18.00	$ 33.49

Category - Cenex Gift Card		Min	Max	On Hand	Quantity Sold	Extended Price
	Cenex Gift Cardd	0.00	0.00	-49.00	1.00	1.23
					1.00	$ 1.23

Category - Combo Discounts Category		Min	Max	On Hand	Quantity Sold	Extended Price
	Combo Discount	0.00	0.00	-15.00	15.00	22.35
					15.00	$ 22.35

Category - Default		Min	Max	On Hand	Quantity Sold	Extended Price
	Auto	0.00	0.00	-32.00	1.00	6.67
	Cigarettes	0.00	0.00	-451.00	65.00	195.00
12546300094	Dentine Ice	0.00	0.00	-1.00	1.00	5.00
	Elite Car Wash	0.00	0.00	-3.00	3.00	0.00
	Ice cream	0.00	0.00	-7.00	2.00	10.00
123456789	Icee	0.00	0.00	-258.00	36.00	38.16
	Kerosene	0.00	0.00	-108.00	2.00	2.14
	Prepaid Fuel	0.00	0.00	-445.00	2.00	8.45
	Propane	0.00	0.00	-319.00	1.00	6.67
	Wine	0.00	0.00	-494.00	25.00	200.00
	Worx Car Wash	0.00	0.00	-3.00	3.00	0.00
					141.00	$ 472.09

6. Review the following:

   Date: Report date, in MM/DD/YYYY format (e.g., '11/10/2013').

   Page: Report page number **of** total report pages.

   Printed for the date of: Date range for which report pertains.

Category: Unique name identifying category.

[*Item*]: Unique name or brief text identifying item.

Min: Minimum order quantity.

Max: Maximum order quantity.

OnHand: Item quantity on hand, per specified unit of measure.

Quantity Sold: : Item quantity sold, per specified unit of measure.

Extended Price: **Quantity Sold** value x item **Price** value.

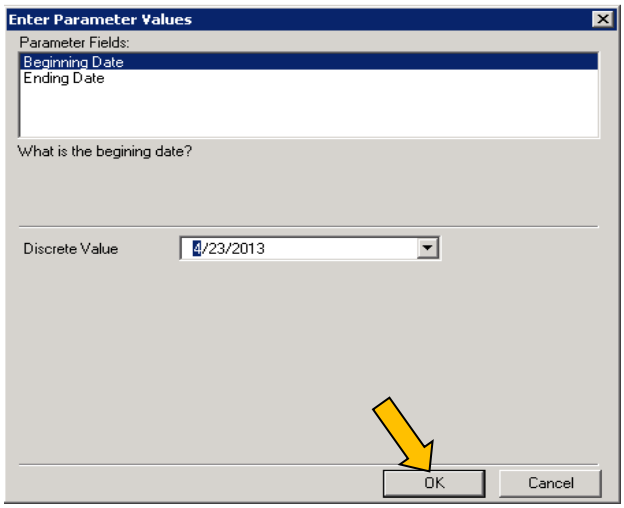
[*Category Total*]: Quantity and dollar total for all items in category.

Top Selling Merchandise (Chart)

This chart graphically depicts top-selling inventory item sales volume for reporting period specified.

To generate report:

1. Select (click) report from **Reports List,** and then click **Show** at screen bottom; **Enter Parameter Values** screen displays:

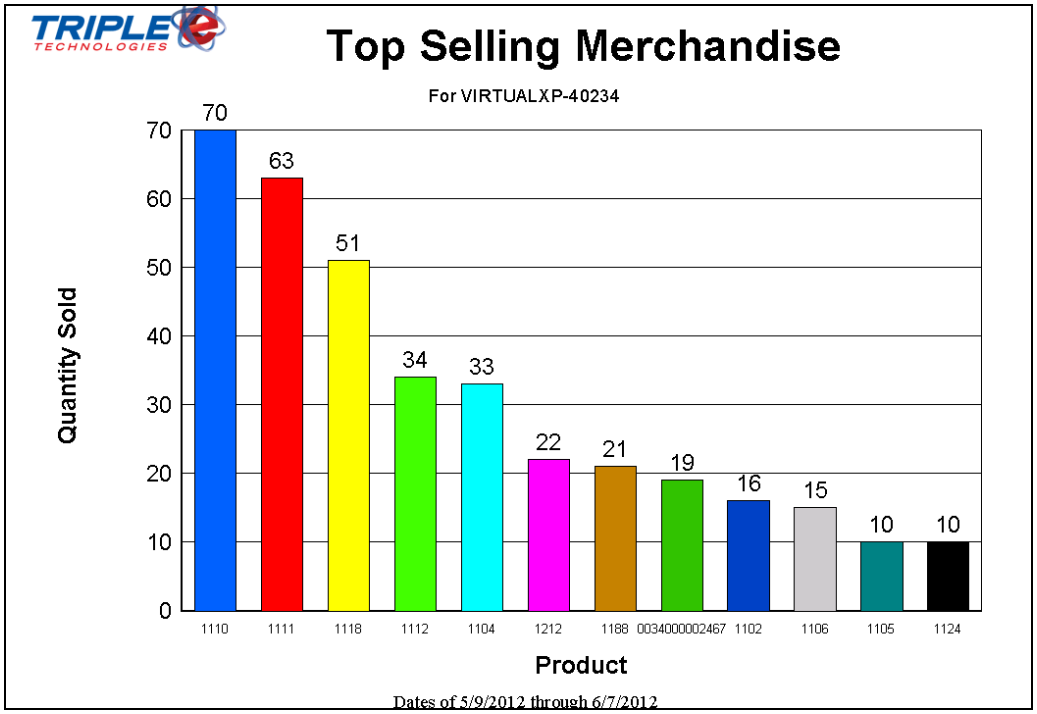


2. Specify the following **Parameter Fields** value by selecting corresponding values from **Discrete Value** window:

   Beginning Date: Only include activity *on or after* date specified.

   Ending Date: Only include activity *on or before* date specified.

3. Click **OK** at screen bottom; report displays:



4. Review the following:

   For [*Location*]: Site for which report data pertains.

   Quantity Sold: Item quantity sold.

   Product: Code identifying item sold.

   Dates of [*MM/DD/YYYY through MM/DD/YYYY*]: Date range for which report pertains.

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